

## Faculty and Staff Emeritus Policy

Board of Trustees policy approved December 8 , 2021. Effective immediately.

Revision history: None; new policy.

Scheduled Review Date: September 2025 (Dean 's Office) .

1. Overview: Any faculty member or staff member with ff

- d. a record of ethical conduct inside and outside the Law School;
  - e. a record of supporting the Law School's mission;
  - f. submission of a signed intent to retire as of a specific date; and
  - g. a desire to remain associated and connected with the Law School.
3. Exception s to the Minimum Service and Full -Time Service Criteria : An individual who does not meet either the minimum service or the full-time employment criterion may be considered for emeritus status if that person has served Southwestern Law Schoolwith

- ii. Contents: Although no specific template exists for the application, the applicant should include information to support each criterion noted in Section 2 above. The applicant must also submit their current CV. The applicant may choose to submit letters of recommendation from Southwestern students, Trustees, alumni, faculty, staff, or individuals outside the Law School who are familiar with the individual's impact inside or outside the Law School.

head of Human Resources is the applicant or one administrator is not available to participate). The administrators will confer and make a written recommendation to the President and Dean. The President and Dean will decide whether to grant emeritus status to the staff member. If the President and Dean denies the request, the applicant may appeal to the Board of Trustees by submitting a written appeal to the Chair of the Board's Academic Affairs Committee.

engagements, and in other appropriate publications or materials related to legal education, higher education, or the legal profession;

- v. retain the ability to access campus and use facilities such as the Library and Fitness Center;
  - vi. retain a Law School email address; and
  - vii. be invited to graduation ceremonies and other major campus events.
- b. The President and Dean may grant other benefits that advance the Law School's mission or meet current needs. Examples of potential benefits include:
- i. retaining an emeritus faculty member to teach on a part-time basis;
  - ii. inviting an individual with emeritus status to walk in academic processions;
  - iii. inviting emeriti faculty to participate in faculty meetings on a non-voting basis;
  - iv. allowing an emeritus faculty member to hire a research assistant for an approved scholarly or community service project;
  - v. inviting individuals with emeritus status to serve on committees or

