

## 9.6 NOMINATING FACULTY FOR EMERITUS TITLE

Section 4.1.5 of the Faculty Handbook (<http://www.mines.edu/Academic/affairs/fachandbook/FHv12c4.pdf>) describes emeritus faculty appointments. In Fall and Spring, Academic Affairs will solicit nominations for emeritus status from department heads/division directors (DHDDs). DHDDs should work in consultation with their departmental/divisional promotion and tenure committee to nominate retired, tenured faculty members who have served full-time at CSM for 10 years or more.

DHDDs should submit a formal memorandum of nomination to Academic Affairs. The memo should include the date of retirement, the requested emeritus title (e.g., Emeritus Associate Professor of Geophysics), and a short, one-paragraph memo which includes, but is not limited to, the following information:

- Dates of degrees and degree-granting universities
- Date joined CSM
- Positions held at CSM and dates of promotion
- Research interests
- Notable distinctions

Nominations will be considered by the Provost and President, who shall submit their recommendation regarding the emeritus appointment to the Board of Trustees for a final decision.

Professors receiving an emeritus title will be recognized at the appropriate commencement ceremony.