
The rank of emeritus is an honor awarded by the Board of Trustees to distinguished faculty nominated by their respective Schools. Minimum criteria for the rank of emeritus applicable to all Duke faculty are articulated in the Duke University Faculty Handbook (see below). This Guidance articulates additional contexts and conditions that guide the Dean's Office and School of Medicine review of departmental requests for conferring the rank of emeritus upon faculty. It is also recognized that no rubric can capture all circumstances and that exceptional situations may arise that require further consideration.

1. Criteria per the Faculty Handbook, chapter 4, page 14, must be met:

Emeritus Status- By action of the Board of Trustees, and after recommendation by the dean and the provost and approval by the president, regular rank faculty members who retire at age sixty-five or over, or who have served the university for at least ten years, may receive the emeritus title of the same faculty rank they held at retirement.

https://provost.duke.edu/sites/default/files/FHB_Chap_4.pdf

2. In addition, the School of Medicine considers the following when evaluating a department's nomination of a faculty member for an emeritus appointment.
 - a. Retirement from full time employment in the life sciences is required. This includes Duke and non-Duke employment.
 - b. A history of having a full time, regular rank, Duke faculty appointment for at least 10 years is required. However, recognizing the possibility of a stepped retirement process, full time status at the time of retirement is not required.
 - c. For former Duke faculty not employed at Duke at the time of the request for an emeritus appointment, contribution and engagement with the Duke mission in the interim since Duke employment is required. Obtaining and maintaining an adjunct (non-regular rank) faculty appointment when employed external to Duke is the preferred pathway for faculty who intend to request emeritus status upon retirement.
 - d. A substantive record of scholarship is required, with impact in at least 2 of the following 4 domains*:
 - Development and dissemination of advances in the clinical care of patients
 - Original research that advances knowledge and understanding
 - Outstanding contributions to the educational mission, especially impact external to Duke
 - Advancing the administrative operations of the institution

* It is anticipated that faculty at the rank of Professor (any track) will have met the requirements for scholarship and impact, and that this list will be most useful for evaluating faculty who have not achieved the rank of Professor.

- e. Consistent adherence to professionalism and research integrity standards across the entirety of the professional life of the faculty member is required.
- f. Continued interest, capacity, contribution, and engagement with the Duke mission beyond the retirement date is expected.
- g. When requested and approved, emeritus faculty may participate in teaching responsibilities on a temporary basis and may be compensated for these activities. Requests for compensation of emeritus faculty should follow standard School of Medicine salary review processes.
- h. When requested and approved, emeritus faculty may participate in limited research responsibilities on a temporary basis and may be compensated for these activities. Requests for compensation of emeritus faculty should follow standard School of Medicine salary review processes. Emeritus faculty conducting research must remain in full compliance with training, disclosure, and other regulatory requirements for research at Duke, including but not limited to: Stewardship and Compliance for Research Investigators (SCRI) training, Annual Conflict of Interest disclosure, Responsible Conduct of Research training, travel reporting, and Proposal and Award attestations. The primary department of the faculty member will remain responsible for assessing and reporting compliance of the emeritus faculty member.
 - The relinquishing of principal investigator (PI) research responsibilities is expected. Opportunities to be a PI will be rare and will be considered only under compelling circumstances. Eligibility for PI status is addressed in the Faculty Handbook (Chapter 4) as “conditional on the approval by the dean and provost, and upon the availability of departmental and other necessary resources.” All requests to remain PI of an ongoing project or become PI of a new project must go through the Duke Office for Research and Innovation [process for requesting PI eligibility](#). If the request is approved by OR&I based on compelling circumstances, approval by the Dean and Provost is also required.

3. Additional comments about emeritus status:

- a. The emeritus title will correspond to the Duke faculty rank at retirement and become effective following retirement and Board of Trustees approval. Additional titles (e.g., “named chair”) may also be included in the emeritus title.
- b. For former Duke faculty not employed at Duke at the time of the request for an emeritus appointment, the emeritus title will correspond to the last Duke regular rank faculty title.
- c. Emeritus faculty may be consulted by Department Appointment, Promotion and Tenure committees but are not allowed to vote.
- d. Emeritus faculty are expected to continue to abide by and be subject to all applicable Duke policies, procedures, and standards of professional conduct, including the Duke School of Medicine Statement on Faculty Professionalism, Duke Values, and the Duke Code of Conduct.
- e. Emeritus status will be reviewed by the primary Department at least every 5 years and may be removed or withdrawn at any time for reasons including, but not limited to, misconduct or violation of the professional standards referenced above.