

To: SoM Department Leadership

Date: 7/19/21

RE: Duke School of Medicine Dean's Office Review of Requests for Emeritus Status

The rank of emeritus is an honor awarded by the Board of Trustees to distinguished faculty nominated by their Schools. In order to provide guidance beyond the minimum criteria articulated in the Faculty Handbook (see below), this document describes a general rubric by which the Dean's Office in the School of Medicine will evaluate departmental requests for Emeritus Status. Understanding that no rubric can capture all circumstances, and that exceptional situations will arise, this document articulates concepts to guide the SoM review of departmental requests.

1 Criteria in Duke Faculty Handbook, as updated from time to time, must be met.

See Faculty Handbook Ch4 P14: https://provost.duke.edu/sites/default/files/FHB_Chap_4.pdf:

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.

2 In addition, the School of Medicine considers the following in endorsing a department's nomination of a faculty member for an Emeritus appointment.

- Substantive record of scholarly achievement, * including at least 2 of the following:
 - Development and dissemination of advances in the clinical care of patients, and/or
 - Impactful advances in original research and/or
 - Impactful contributions to the educational mission, including mentoring the next generation of scholars, researchers, and clinicians, and/or
 - Advances in the administrative operations of the institution

*It is anticipated that all tenured faculty will have met this criterion of scholarly achievement, and that this list will be most useful for considering non-tenured faculty for emeritus status.

- Consistent adherence to professionalism and research integrity standards is expected.
- Intent to retire from full time professional life is expected.
 - In rare circumstances, a faculty member with a history of long and distinguished service to the School, but who is not retiring from professional life, may be a candidate for emeritus status.

- Interest and capacity for continued contributions to the Duke mission beyond the retirement date.
 - Helpful but not necessary.

Additional comments about emeritus status.

- The emeritus title will correspond to the faculty rank at retirement and become effective following retirement and Board of Trustees approval.
 - Additional titles (e.g., “named chair”) may also be considered for inclusion in the emeritus title.
- A history of at least 10 years of full time, regular rank faculty appointment is required. However, recognizing the possibility of a stepped retirement process, full time status at the time of retirement is not necessary.
- When requested, emeritus faculty may participate in teaching or research responsibilities on a temporary basis and may be compensated for these activities.
 - Eligibility for PI status is addressed in the Faculty Handbook (Chapter 4) and is “conditional on the approval by the dean and provost, and upon the availability of departmental and other necessary resources.”
- Emeritus faculty may consult with Department Appointment, Promotion and Tenure committees but are not allowed to vote.
- 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 SoM Statement on Faculty Professionalism, Duke Values and the Duke Code of Conduct.
- Emeritus status is subject to periodic review 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.