### **EMERITUS/EMERITA FACULTY**

Faculty members in good standing, who have retired or announced their retirement, may be nominated for Emeritus/Emerita status by any other faculty member in good standing. If the faculty member has not yet retired, submit the Emeritus/Emerita application only if the faculty member is retiring at the end of the current fiscal year and has submitted a retirement letter to their department chair. Please refer to the [University-wide Faculty Handbook](https://provost.mercer.edu/www/mu-provost/handbooks/upload/2014-University-wide-Faculty-Handbook.pdf) (page 28) for complete details.

Faculty members who do not desire Emeritus/Emerita status shall not be nominated.

The nomination should be submitted to the Dean’s Office on October 1 or the first business day following October 1. The Promotions and Tenure Committee will be asked to review the application and make a recommendation.

**REQUIREMENTS**

* Provide complete Curriculum Vitae
* Letters of Support. Provide **at least two** letters of support that provide evidence of significant contribution to the School and/or University in **at least two** of the following areas:
* Excellence in instruction or curricular innovation
* National recognition for scientific or service contribution
* Excellence in service to the institution
* Service to the community
* Distinguished scholarly contribution(s)
* Professional awards and honors
* Letters should be addressed to

Jean R. Sumner, MD

Dean, Mercer University School of Medicine

1550 College Street

Macon, GA 31207

* Electronic versions of letters are acceptable and may be emailed to Bonny Dickinson, PhD, Associate Dean of Faculty Affairs (dickinson\_bl@mercer.edu, 478-301-4026)