

UW-Madison, School of Medicine and Public Health
Department of Family Medicine and Community Health
Process for Emeritus/Emerita Status

Emeritus/emerita status is a rare, honorary designation* conferred upon outstanding retirees to recognize their contributions and accomplishments over their university careers. It is available to faculty, academic staff, limited appointees, and university staff (formerly called classified staff) retiring after ten or more years of distinguished service at the University of Wisconsin-Madison.

Recommendations for emeritus/emerita status begin at the department level and proceed through the dean's office to the office of the Chancellor. Recommendations may be submitted throughout the year.

Past performance consistent with emeritus/emerita status designation includes:

- Outstanding performance on the job as compared with others in the unit, on campus, and/or in the profession (defined so that it is clear to someone outside the nominee's unit why the work is outstanding)
- Promoting the image of the department or university through continued contacts with those being served
- Consistently promoting excellence in him/herself and colleagues
- Initiating or recommending innovative ideas that are implemented and result in better service or efficiency
- Originality of the contributions within and, where applicable, outside the unit (detailed analysis of why the person's work advances the unit's mission and merits recognition)
- Professional achievements, contributions to society and support of the university exemplify the Wisconsin Idea
- Fostering a collaborative culture both internally and externally

Emeritus/emerita applications addressed to the Department of Family Medicine and Community Health (DFMCH) HR Committee should include the following:

- Brief narrative summary citing the professional accomplishments and record of university service usually prepared by the employee's supervisor or other knowledgeable person
- Updated CV
- Copy of letter of retirement

Applications will be initially reviewed by the DFMCH HR Committee. If emeritus/emerita status is recommended by the HR Committee, the application will be sent to the Executive Team for review. If emeritus/emerita status is recommended by the Executive Team, the application will be sent to Leadership Council for review. If emeritus/emerita status is recommended by all three groups, the application will be forwarded to the DFMCH Chair for review.

The DFMCH Executive Committee is required to vote before faculty (CT, CHS and tenure track) may be recommended for emeritus/emerita status. All emeritus/emerita recommendations require DFMCH Chair approval prior to submitting the requests to the dean's office.

Privileges of emeritus/emerita status and other information is available at:

<http://www.ohr.wisc.edu/polproced/UPPP/2001.htm>, Section IV, for unclassified staff or at http://www.ohr.wisc.edu/polproced/CPPP/cppp_chapter20.pdf, Section IV, for university (classified) staff.

*Emeritus status is purely an honorary designation.

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