

PROCESS FOR REQUESTING APPOINTMENT TO EMERITUS STATUS SCHOOL OF MEDICINE

Below are the steps and approvals required to appoint a faculty member to an emeritus status (e.g., Professor Emeritus or Associate Professor Emeritus). Questions? You may contact Mary Schlobohm, Office of the Dean of Medicine via email at maschlob@utmb.edu or her extension is 22673.

Appointment to emeritus status:

- Department Chair submits a detailed recommendation letter to the Dean of Medicine (include the faculty member's date of retirement and requested date of appointment to emeritus status), along with an updated copy of the faculty member's CV.
- Appointment to emeritus status may be given to a retired faculty member or in anticipation of the retirement of a faculty member, effective upon retirement. For additional information see IHOP Policy http://intranet.utmb.edu/Policies_And_Procedures/Faculty_Related/PNP_004929

The approval process for the above appointments is as follows:

