

**School of Science and Engineering**  
**DEPARTMENT OF CHEMISTRY**  
**Rank and Tenure Procedures and Criteria**  
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## PREAMBLE

The Department of Chemistry has BA and BS programs in both Chemistry and Biochemistry, a BS program in Chemical Biology & Pharmacology, MA and MS programs in Chemical Biology, and MA, MS, and Ph.D. programs in Chemistry. The BS programs in chemistry and biochemistry are approved by the American Chemical Society. The Department has a significant number of undergraduate majors and graduate students. In addition, the Department teaches a very large number of credit hours each year including a majority of the incoming (first-year) undergraduate students. The Department is very research-active, with a large number of externally funded research programs. Mentoring graduate and undergraduate students in research is an important endeavor for faculty in the Department of Chemistry.

Mission: The Department of Chemistry is committed to the discovery, dissemination, and application of knowledge from the chemical sciences to benefit humanity in the Jesuit tradition of the pursuit of truth. We study problems that are of global concern through our research conducted in multidisciplinary areas of science, engineering, and technology. We disseminate findings in the chemical sciences through our scholarship and teaching. We are committed to providing outstanding education that prepares our students and postdoctoral fellows to make meaningful contributions in their future endeavors.

## I. PROMOTION FOR TENURED AND TENURE-TRACK FACULTY

### I.A PROCEDURES FOR TENURED AND TENURE-TRACK FACULTY

#### I.A.1 PROMOTION APPLICATION

A tenured or tenure-track faculty member in the Department of Chemistry is expected to contribute to the teaching, research, and service missions of the Department of Chemistry. Tenure-track faculty in the Department of Chemistry are evaluated for promotion and tenure using the procedures described in The Faculty Manual of Saint Louis University as well as the School of Science and Engineering (SSE) and Departmental guidelines. Should the content of this document conflict with revisions to the Faculty Manual, the content will be superseded accordingly. For eligible faculty, the Department Chair initiates the promotion and tenure processes upon a request for promotion review from the faculty member. Ordinarily, candidates are eligible to apply for advancement to the next rank after five years at their current status. The request should come from the faculty member by the deadline in the SSE Guidelines preceding the academic year that the faculty member wishes to be reviewed. The faculty member, together with the Department Chair, begins the process of collection of relevant data.

By the deadline in the SSE Guidelines of the same year, the candidate must submit to the Department Chair a package complete with supporting materials for their performance in teaching, research, and service. The package should follow the format specified by SSE and includes all the information required by the Department, School, and University. The Chair and

the candidate each select one faculty member for colleague letters. The colleague letter counts as a vote, and the letter writer will not vote at the department, college, or university level.

Assessment of academic excellence of the candidate's dossier is assisted by external review letters that accompany recommendations for promotion. Letters from a minimum of three external reviewers are necessary for promotion to Associate Professor and Professor. The candidate submits at least five names of individuals external to the university to potentially serve as reviewers of their dossier. This list should include reviewers consistent with the SSE definition of conflict of interest. In addition to the five names provided by the candidate, the Department Chair, in consultation with the faculty mentor(s), will select additional names. The Department Chair will select reviewers to reflect a balance of those recommended by the candidate and those selected by the Chair. Reviewers will be provided with the candidate's vita, self-assessment and statement, publications, information on start-up package and teaching load, and the Department's criteria for promotion.

When considering a case of promotion and/or tenure, all faculty with primary appointment in the Department of Chemistry and holding rank/tenure status equal to or beyond that being sought by the candidate will meet, discuss, and vote for or against the case of the candidate. The Department Chair will attend department promotion and tenure meetings, but they should not lead the discussion, chair the meeting, or write up the findings of the department meeting in their letter. The Department Chair's primary role in the meeting is to provide context, answer questions, or provide clarification about the pre-tenure mentoring of a faculty member, details of their start-up, and yearly evaluations. A senior faculty member, who would be eligible to participate in the discussion and vote, should chair the meeting, lead the discussion, count the votes, and complete the department recommendation form. The Department Chair's letter counts as a vote, and they will not vote at the department meeting. Colleague evaluations, external reviewer evaluations, the letter from the Department Chair, and other pertinent supporting materials are forwarded, with the candidate's materials, to the SSE Dean (see the SSE specified format for a list of all required material). Procedures for review are as specified in the Faculty Manual and SSE Guidelines currently in effect.

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#### I.A.2 MENTORING AND EVALUATION OF PRE-TENURE FACULTY

It is the goal of the Department of Chemistry that new faculty have every opportunity to succeed in teaching, research, and service. To help foster this success, the Department Chair will assign a faculty mentor(s) to each new faculty member of the Department of Chemistry. A "mentor" is defined as a faculty member of higher rank who will help to advise the faculty member when questions arise concerning the teaching, research, and service activities of academic life. The new faculty member will be made aware of their progress at the departmental level in the form of an annual evaluation, provided by the Department Chair. However, satisfactory performance on annual evaluations is not sufficient to obtain promotion and tenure or tenure only. A more complete and thorough evaluation that provides a better measure of progress toward promotion and tenure or tenure only comes in the midpoint review.

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### I.A.3 MIDPOINT REVIEW PROCESS

During the third year of a tenure-track faculty member's appointment, the Department will conduct a thorough review of the faculty member's progress toward promotion and tenure or tenure only. The candidate will submit a dossier following the required promotion format, including a 1-2 page candidate statement for teaching and research. The faculty member's mentor(s) will provide a written evaluation of progress in teaching and research to the Department Chair. The Chair will provide a review summary letter evaluating each aspect of performance related to departmental guidelines for the next promotion along with the faculty member's dossier to the SSE Tenure, Promotion, Sabbatical, and Developmental Leave (TPSDL) Committee. The TPSDL Committee will review the package and provide an evaluation letter to the Dean. The Dean will meet with the candidate to discuss the evaluation and progress toward promotion and tenure or tenure only. The Chair letter and the TPSDL Committee letter will be included in the promotion dossier.

## I.B CRITERIA FOR TENURED AND TENURE-TRACK FACULTY

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### I.B.1 PROMOTION TO ASSOCIATE PROFESSOR WITH TENURE

A promotion to Associate Professor with Tenure requires the candidate to have met the criteria for such promotion, as evidenced by the achievements outlined below.

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#### I.B.1.a Teaching

The Department of Chemistry views as a central mission the education and training of students at the baccalaureate, master, and doctoral levels. Consequently, a significant emphasis is placed on teaching. The means by which the Department evaluates an individual's teaching will include Chair evaluations, course evaluations, class visitations, and the review of examinations, course syllabi, and other related materials. Evidence of the quality of teaching will also include evaluation by peers and students.

Each faculty member will have a teaching assignment that is governed by the Department's needs as determined by the Chair on an annual basis. These assignments may include undergraduate and/or graduate courses. Some faculty member's assignments may require the development of new courses or the modification of existing courses. While all candidates for Associate Professor with tenure or tenure only are not expected to develop new courses, all candidates should demonstrate pedagogical developments or improvements in the courses they have taught.

A further important instructional goal for the Department of Chemistry is the involvement of undergraduate majors and graduate students in original research projects. To that end, the participation of tenure-track faculty in this endeavor is required. Faculty involvement in research mentoring is measured by undergraduate and graduate students supervised, student presentations, and publications with students as co-authors.

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#### I.B.1.b Mentoring

Mentoring includes the formal and informal activities of providing academic, professional, and career advice to undergraduate and graduate students. The applicant for promotion and tenure or tenure only must provide mentoring to their students and assigned mentees. Within the instructional goal of students undergoing original research, indicators of mentoring performance will include: students supervised, theses submitted (both undergraduate and graduate), and publications and presentations with students as co-authors.

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#### I.B.1.c Scholarship and Research

Faculty members are expected to demonstrate a consistent rate of research activity that increases throughout the pre-tenure period. The primary measure of research activity will be peer-reviewed publications of original research. Consideration will also be given to invited lectures, conference presentations (by the faculty member and research students), research funding, and undergraduate, graduate, and postdoctoral research students advised by the faculty member. The rate of publication should increase throughout the pre-tenure period, with a very rough estimate of 2-4 peer-reviewed papers per year toward the end of this period. This publication rate will vary depending on the research area, type of publication, and other considerations.

Another important measure of research activity will be external funding. Successful candidates for promotion are expected to garner external grants or contracts. The funding should include multi-year, external grants or contracts that provide support for graduate students, postdoctoral associates, or staff. Faculty are expected to secure external funding to support their research efforts equal to on the order of two-thirds of the amount of their start-up package prior to consideration for promotion and tenure. Ultimately, faculty members should demonstrate through their research activity a national awareness of their research program within their specific research area. Examples include, but are not limited to, presentations at national conferences, external departmental seminars, and national service roles.

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#### I.B.1.d. Service

Expectations for the candidate's involvement in professional service activities are reduced for the first three years of the candidate's tenure in the Department. However, involvement in Departmental, School, and/or University activities or professional societies as well as serving as a reviewer for scientific publications and grant proposals is expected after the candidate's third year. As the Department of Chemistry needs to function in a cooperative manner, candidates need to demonstrate a willingness to work cooperatively with the faculty and staff in the Department. This may take the form of team-teaching courses, working together in the teaching of multiple sections of a given course, collaborative research projects, serving on committees, and participating in seminar and invited speaker series.

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## I.B.2 PROMOTION TO PROFESSOR

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### I.B.2.a Teaching

The requirement for promotion to Professor is broad evidence of expertise in and commitment to teaching chemistry at both the undergraduate and graduate levels. These may be demonstrated in the candidate's course evaluations and in the development of pedagogical materials. The candidate for promotion is expected to continue and expand their participation in the supervision of undergraduate and graduate student research projects while also building upon his or her experience in teaching, including the demonstration of a willingness to critically evaluate new pedagogical innovations. It is also expected that a faculty member will have developed new courses in chemistry. In particular, this includes graduate courses in the faculty member's area of specialization. While opportunity for development of new courses may not exist during the time, in the long term, a faculty member at this level is expected to develop new courses or contribute substantial pedagogical improvements to one or more existing courses.

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### I.B.2.b Mentoring

Mentoring includes the formal and informal activities of providing academic, professional, and career advice to undergraduate and graduate students. The applicant for promotion must provide mentoring to their students and assigned mentees. Within the instructional goal of students undergoing original research, mentoring will include: students supervised, theses submitted (both undergraduate and graduate), and publications and presentations with students as co-authors. Additionally, senior faculty members are expected to mentor junior faculty members in the Department of Chemistry in their teaching and research endeavors. The Department Chair will seek feedback from junior faculty mentees.

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### I.B.2.c Scholarship and Research

Faculty members are expected to demonstrate a consistent rate of research activity, as measured by peer-reviewed publications of original research, the ability to sustain their research program through external funding, and invited lectures and conference presentations (by the faculty member and research students). The rate of publication should be 2-4 peer-reviewed papers per year. This may vary depending on the research area, type of publication, and other considerations. Candidates for Professor should also provide information on the extent of citation (e.g. Google Scholar, Scopus, Web of Science), and impact of their work by the scientific community.

Successful candidates for promotion are expected to garner external grants or contracts. Long-term external grant and contract funding levels should be consistent with that necessary to maintain a successful, productive research program. The funding should include multi-year, external grants or contracts that provide support for graduate students, postdoctoral associates, or staff. Ultimately, faculty members should demonstrate through their research activity an international awareness of their research program.

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#### I.B.2.d Service

The requirement for promotion to Professor is evidence of significant service contributions in the University and in professional service. Contributions in service to the University will be measured by the extent of participation in Departmental, School, or University committees and in serving as chair on committees. Professional service is expected and is generally carried out through the ACS or other scientific societies. Common activities include the organization and moderating of symposia and sessions at scientific meetings and serving on society committees. Participation in peer review of publications and grant proposals is expected.

As the Department of Chemistry needs to function in a cooperative manner, the candidate will continue demonstrating a willingness to work cooperatively with the faculty and staff in the Department. This may take the form of team-teaching courses, working together in the teaching of multiple sections of a given course, collaborative research projects, serving on committees, and participating in seminar and invited speaker series.

## II. PROMOTION FOR CONTINUING, NON-TENURE-TRACK FACULTY

### II.A PROCEDURES FOR CONTINUING, NON-TENURE-TRACK FACULTY

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#### II.A.1 PROMOTION APPLICATION

Non-tenure-track (NTT) faculty in the Department of Chemistry are individuals who are not eligible for tenure but have renewable appointments. The primary focus of these faculty may vary between teaching and research/scholarship, with mentoring and service also being expected. NTT faculty in the Department of Chemistry are evaluated for promotion using the procedures specified for non-tenure-track faculty members in The Faculty Manual of Saint Louis University as well as SSE and Departmental guidelines. The process to be followed in the case of promotion of a NTT faculty member is outlined in the SSE Guidelines. Should the content of this document conflict with revisions to the Faculty Manual, the content will be superseded accordingly.

A possession of the terminal (doctorate) degree is required for all positions above Instructor. An exception may be made to this requirement, in rare and unusual circumstances, if all the following are demonstrated: the practical impossibility for the faculty member in question to obtain the doctorate degree, exceptional value to the educational program of the University, and a record of distinguished and recognized service to the profession. Teaching, instruction, and advising assignments are all evaluated as part of promotion eligibility. NTT faculty members will be provided with workload opportunities for teaching, scholarship, and service. NTT faculty members will also be provided with funds to support their professional development.

For eligible faculty, the Department Chair initiates the promotion processes upon a request for promotion review from the faculty member. Ordinarily, candidates are eligible to apply for advancement to the next rank after five years at their current status (refer to SLU Policy on Long-Term Non-Tenure Track Contracts for details). The request should come from the faculty member in the Spring semester preceding the academic year that the faculty member wishes to be reviewed. The faculty member, together with the Department Chair and the faculty mentor(s) (defined in section II.A.2), begins the process of collection of relevant data.

By the deadline in the SSE Guidelines of the same year, the candidate must submit to the Department Chair a package complete with supporting materials for their performance in teaching, research, and service. The package should follow the format specified by the SSE and include all the information required by the Department, School, and University. The Chair and the candidate each select one faculty member for colleague letters. External reviewer letters are not expected but allowed for NTT Faculty member promotions. SLU-affiliated support letters are also allowed. The colleague letter counts as a vote, and the letter writer will not vote at the department, college, or university level.

When considering a case of promotion, all faculty with primary appointment in the Department of Chemistry holding tenure-track, tenured, or NTT rank status equal to or beyond that being sought by the candidate will meet, discuss, and vote for or against the case of the candidate. The Department Chair will attend department promotion and tenure meetings, but they should not lead the discussion, chair the meeting, or write up the findings of the department meeting in their letter. The Department Chair's primary role in the meeting is to provide context, answer questions, or provide clarification about the mentoring of a faculty member, details of their start-up (if applicable), and yearly evaluations. A senior faculty member, who would be eligible to participate in the discussion and vote, should chair the meeting, lead the discussion, count the votes, and complete the department recommendation form. The Department Chair's letter counts as a vote, and they will not vote at the department meeting. Colleague evaluations, external reviewer evaluations (if applicable), the letter from the Department Chair, and other pertinent supporting materials are forwarded, with the candidate's materials, to the SSE Dean (see the SSE specified format for a list of all required material). Procedures for review are as specified in the Faculty Manual and SSE Guidelines currently in effect.

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#### II.A.2 MENTORING AND EVALUATION OF NON-TENURE-TRACK FACULTY

It is the goal of the Department of Chemistry that new faculty have every opportunity to succeed. To help foster this success, the Department Chair will assign a faculty mentor(s) to each new faculty member of the Department of Chemistry. A "mentor" is defined as a faculty member of higher rank who will help to advise the faculty member when questions arise concerning the teaching and service activities of academic life. The new faculty member will be made aware of their progress at the departmental level in the form of an annual evaluation, provided by the Department Chair. However, satisfactory performance on annual evaluations is not sufficient to obtain promotion. A more complete and thorough evaluation that provides a better measure of progress toward promotion comes in the Third-Year review.



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### II.A.3 THIRD-YEAR REVIEW PROCESS

During the third year of a NTT faculty member's appointment, the Department will conduct a thorough review of the faculty member's progress toward promotion. The candidate will submit a dossier following the required promotion format, including a 1-2 page candidate statement. The faculty member's mentor(s) will provide a written evaluation of progress to the Department Chair. The Chair will provide a review summary letter evaluating each aspect of performance related to departmental guidelines for the next promotion along with the faculty member's dossier to the SSE Tenure, Promotion, Sabbatical, and Developmental Leave (TPSDL) Committee. The TPSDL committee will review the package and provide an evaluation letter to the Dean. The Dean will meet with the candidate to discuss the evaluation and progress toward promotion. The Chair letter and the TPSDL Committee letter will be included in the promotion dossier.

### II.B CRITERIA FOR CONTINUING, NON-TENURE-TRACK FACULTY

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#### II.B.1 PROMOTION TO NON-TENURE-TRACK ASSISTANT PROFESSOR

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##### II.B.1.a Teaching

The Department of Chemistry views as a central mission the education and training of students. Consequently, a significant emphasis is placed on teaching. The means by which the Department evaluates an individual's teaching will include tenured faculty, peer, and Chair evaluations, course evaluations, class visitations, and the review of examinations, course syllabi, and other related materials.

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##### II.B.1.b Mentoring

Mentoring includes the formal and informal activities of providing academic, professional, and career advice to undergraduate and graduate students. The applicant for promotion must provide mentoring to graduate teaching assistants, undergraduate student workers, or support staff.

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##### II.B.1.c Scholarship and Research

Faculty members are expected to have published in a peer-reviewed scientific journal, although not necessarily as a corresponding author.

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##### II.B.1.d Service

All faculty members are expected to contribute to the Department, School, and University service as the need arises to promote the proper functioning of the community. Promotion to NTT Assistant Professor requires demonstrated participation in service at the Department, School, or University levels. As the Department of Chemistry needs to function in a cooperative manner, candidates need to demonstrate a willingness to work cooperatively with the faculty and staff in the department. This may take the form of team-teaching courses, working together in the

teaching of multiple sections of a given course, collaborative research projects, collaborative publications, and serving on committees, and participating in seminar and invited speaker series.

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## II.B.2 PROMOTION TO NON-TENURE-TRACK ASSOCIATE PROFESSOR

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### II.B.2.a Teaching

The requirement for promotion to NTT Associate Professor is evidence of expanded roles in teaching. The means by which the Department evaluates an individual's teaching will include Chair evaluations, course evaluations, class visitations, and the review of examinations, course syllabi, and other related materials. Evidence of the quality of teaching will also include evaluation by peers and students. Each faculty member will have a teaching assignment that is governed by the Department's needs as determined by the Chair on an annual basis. Some faculty member's assignments may require the development of new courses or the modification of existing courses. While all candidates for Associate Professor are not expected to develop new courses, all candidates should demonstrate pedagogical developments or improvements in the courses they have taught.

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### II.B.2.b Mentoring

Mentoring includes the formal and informal activities of providing academic, professional, and career advice to undergraduate and graduate students. The applicant for promotion must provide mentoring to graduate teaching assistants, undergraduate teaching assistants, undergraduate work studies, support staff, or assigned mentees.

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### II.B.2.c Scholarship and Research

The candidate must have published at least one article in a peer-reviewed journal as corresponding author based on work performed as a faculty member at SLU. The candidate will also either give at least two presentations at professional conferences and workshops or submit an internal or external grant proposal.

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### II.B.2.d Service

For promotion to NTT Associate Professor, the candidate will have demonstrated contributions to the Department, School, or University. They will also have demonstrated professional service contributions. As the Department of Chemistry needs to function in a cooperative manner, candidates need to demonstrate a willingness to work cooperatively with the faculty and staff in the department. This may take the form of team-teaching courses, working together in the teaching of multiple sections of a given course, collaborative research projects, collaborative publications, and serving on committees, and participating in seminar and invited speaker series.

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## II.B.3 PROMOTION TO NON-TENURE-TRACK PROFESSOR

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### II.B.3.a Teaching

The requirement for promotion to Professor is broad evidence of expertise in and commitment to the teaching of chemistry. These will be demonstrated in the candidate's course evaluations and in the development and testing of pedagogical materials. The candidate for promotion is expected to continue and expand their participation in the supervision of undergraduate and, where appropriate, graduate student research projects while also building upon his or her experience in teaching, including the demonstration of a willingness to critically evaluate and implement new pedagogical innovations. It is also expected that a faculty member will have developed new courses in chemistry. While opportunity for development of new courses may not exist during the time, in the long term, a faculty member is expected to develop new courses or contribute substantial pedagogical improvements to one or more existing courses.

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### II.B.3.b Mentoring

Mentoring includes the formal and informal activities of providing academic, professional, and career advice to undergraduate and graduate students. The applicant for promotion must provide mentoring to their students and assigned mentees. Additionally, senior faculty members are expected to mentor junior faculty members in the Department of Chemistry in their teaching and research (if applicable) endeavors. The Department Chair will seek feedback from junior faculty mentees.

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### II.B.3.c Scholarship and Research

In the area of scholarship, faculty members are expected to demonstrate research activity. The candidate will have served as PI or co-PI on an external grant and have published at least two articles in the peer reviewed literature as corresponding author based on work performed since promotion to Associate Professor at SLU. The candidate will have given a minimum of three presentations at professional conferences or workshops.

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### II.B.3.d Service

To be considered for promotion to the rank of NTT Professor, the faculty member should show evidence of significant service contributions in the University and in professional service. Contributions in service to the University will be measured by the extent of participation in Departmental, School, or University committees and in serving as chair on committees. Professional service is expected and common activities include the organization and moderating of symposia and sessions at scientific meetings, serving on society committees, or serving as a reviewer. As the Department of Chemistry needs to function in a cooperative manner, the candidate will continue demonstrating a willingness to work cooperatively with the faculty and staff in the department. This may take the form of team-teaching courses, working together in the teaching of multiple sections of a given course, collaborative research projects, collaborative publications, serving on committees, and participating in seminar and invited speaker series.

### III. EMERITUS / EMERITA APPLICATION

#### III.A PROCEDURE FOR APPLICATION TO EMERITUS / EMERITA STATUS

A faculty member is responsible for requesting to be considered for emeritus/emerita status by notifying the Department Chair. The candidate submits a letter to the Department Chair by August 1 of their final year requesting emeritus/a status with a brief rationale for the awarding of emeritus/emerita status along with a complete curriculum vitae. The candidate needs to clearly outline how they fit the criteria for this status (stated below) and how they will remain professionally active after retirement. The Department Chair will convene a faculty meeting to discuss and vote on the candidate. The Chair will submit a letter to the Dean reflecting the discussion and vote, as well as expressing the Chair's own opinion. All faculty members at the rank of Professor or Associate Professor in the department may vote.

#### III.B CRITERIA FOR AWARDING OF EMERITUS / EMERITA STATUS

Tenured or non-tenure-track faculty members who meet the requirements outlined in the Saint Louis University Faculty Manual and the Retired and emeritus/emerita Faculty Policy on the Provost's web site are eligible to be considered for to emeritus/emerita status. The criteria for application for emeritus/emerita status is available in the School of Science and Engineering Tenure, Promotion, Sabbatical, and Developmental Leave Guidelines. The awarding of emeritus/emerita status is a recognition of a distinguished career of service and is only granted to those faculty members who will remain professionally active after retirement.