



University Policy

University Policy No.: UP-04-08		University Policy Name: Dean Emeritus	
Initial Adoption Date: 2/27/26		Revision Date(s): n/a	
Responsible Unit: Academic Affairs		Responsible Executive: Provost and VP for Academic Affairs	
Authority	BOG Regulation 1.001; FAMU Regulation 1.021		
Applicability	Retired and Favorably Parted Deans		

I. Policy Statement and Purpose

Florida A&M University (FAMU) may, at its discretion, confer the title of "Dean Emeritus" upon deans who have retired and/or separated from the University in good standing, including departure with honor. Candidates include deans who have demonstrated and sustained honorable and distinguished service to the University in the areas of meritorious teaching, research, scholarship, advising, administration, extension, and/or outreach. The awarding of the title is an honor and is not automatically conferred on all eligible deans and does not create an employment relationship or confer any administrative authority.

II. Procedures, Approvals, and Responsibilities

A. Criteria

Eligible deans are recognized for emeritus status for demonstrated and sustained honorable and distinguished service to the University. Distinguished service shall be evaluated holistically and may include sustained leadership impact, institutional advancement, contributions to academic quality, governance, student access, external reputation, or long-term strategic initiatives of the University.

B. Eligibility

All academic deans holding the title of dean at FAMU are eligible for consideration for emeritus status. Nominees must have been full tenured professors at the time of retirement and/or separated from the University in good standing, including departure with honor. Interim, Assistant, and Associate deans are not eligible. Eligible nominees must have demonstrated at least ten (10) years of meritorious teaching, research, service, scholarship, extension/outreach, and/or administrative experience in higher education, including a minimum of five (5) years of service at Florida A&M University. The President may grant exceptions upon the Provost's recommendation, with written justification maintained by the Office of the Provost.

Deans may also be considered posthumously. For posthumous nominations, the Provost shall establish appropriate nomination and review procedures consistent with the intent of this Policy.

C. Procedures

1. Following the dean's retirement and/or separation from the University in good standing, including departure with honor, any current University employee within the school or college may nominate a dean for emeritus status using the Dean Emeritus Application Guidelines. The nomination must include a detailed letter providing the date of retirement and/or separation in good standing, evidence of the dean's distinguished service, career accomplishments, and significant contributions to the University, the discipline, the profession, and student learning, accompanied by the nominee's curriculum vitae. These materials will be submitted to the current Dean of the college or unit.
2. The current Dean of the college or unit will organize separate advisory votes of the faculty and of the staff of the unit/department within thirty (30) business days of receipt. The votes of the faculty and the staff will be forwarded to the Provost and Vice President of Academic Affairs (Provost) for further review.
3. The Provost will review the submitted materials and recommendations. After completing their evaluation, the Provost will forward a recommendation to the University President.
4. The University President will review all materials and decide whether to confer Dean Emeritus status once per year, typically during the academic spring or summer semester.
5. Upon the President's approval, the Provost will provide written notice to the nominee, or the nominee's next of kin, confirming the Dean Emeritus designation. The appointment is for life unless revoked by the President.
6. The Provost will notify the Faculty Senate of the Dean Emeritus appointment.

D. Benefits/Privileges

1. Dean Emeritus Status is an honor that includes the following privileges to the extent available and subject to applicable University policies and resource constraints:
 - a. Designation in the University catalog in the listing of Emeritus Deans;
 - b. Certificate with name and emeritus status;
 - c. Library privileges, including the opportunity to use electronic databases within the library;
 - d. Invitations to various University events;
 - e. Serve by invitation on various University-related committees;
 - f. Invitation to serve as a guest lecturer or in another volunteer capacity;
 - g. Access to University email;
 - h. Right to purchase membership at the recreation center;
 - i. Access to reserve the Faculty Clubhouse;
 - j. Attendance at the University cultural events;
 - k. Participation in academic processions (graduation, convocations, etc.) in a position of honor;
 - l. Right to purchase a faculty/staff parking permit; and

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m. Recognized at the commencement with their name in the program for the semester the title was conferred.

E. Responsibilities of Dean Emeriti

1. Dean Emeriti are expected to follow University regulations and policies while exercising their rights and privileges on campus.
2. Dean Emeriti should be reasonably available to participate, when invited, in general University functions, such as commencement, alumni events, departmental events, and other events when their presence would benefit the University.
3. Dean Emeriti should be reasonably available to act as mentors for faculty and students, when requested to do so, to confer their years of experience for the benefit of the University community.
4. Dean Emeriti should serve as goodwill ambassadors for the University.

F. Revocation of Emeritus Title

The University President may independently or upon recommendation by the Provost revoke the title of Dean Emeritus for just cause, including but not limited to actions that demean or harm the University, moral turpitude, commission of a felony, and academic misconduct. Prior to revocation, the Dean Emeritus shall receive notice and five (5) business days from receipt of that notice to submit a written response, unless the President, in their sole discretion, determines that immediate action is required.

III. Administration

The Division of Academic Affairs, Office of the Provost, is responsible for administering this Policy.

Marva B. Johnson

2/26/2026

Marva B. Johnson, J.D.
President

Date



2/25/2026

Allyson L. Watson, Ph.D.
Provost and Vice President for Academic Affairs

Date

Attachment(s)	Dean Emeritus Application Guidelines
Related Resource(s)	