

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Faculty and Staff Emeritus Policy

Board of Trustees policy approved December 8, 2021. Effective immediately.

Revision history: None; new policy.

Scheduled Review Date: September 2025 (Dean's Office).

1. **Overview:** Any faculty member or staff member with at least ten years of full-time service to Southwestern Law School may apply for emeritus status at the point of retirement. Emeritus status is an honorary rank that carries no compensation or employee benefits. Individuals with emeritus status are not considered Law School employees unless granted a separate appointment or contract in writing. Emeritus status for the President and Dean will be handled directly by the Board of Trustees and is not covered by this policy.
2. **Criteria:** Emeritus status is not automatic upon an individual's retirement from Southwestern Law School. Emeritus status denotes honorable retirement from assigned duties, recognizes sustained and excellent service, and expresses anticipation of continued membership in the Law School community. Individuals who are not retiring from their academic careers but are leaving Southwestern Law School to accept a position at another law school or institution of higher education are not eligible for emeritus status except in extraordinary circumstances, as determined by the President and Dean. The minimum criteria to be considered for emeritus status are:
 - a. ten years of full-time service at Southwestern Law School;
 - b. a record of sustained, outstanding service to Southwestern Law School;
 - c. a record of distinction in their field based on professional accomplishments;

- d. a record of ethical conduct inside and outside the Law School;
- e. a record of supporting the Law School's mission;
- f. submission of a signed intent to retire as of a specific date; and
- g. a desire to remain associated and connected with the Law School.

3. Exceptions to the Minimum Service and Full-Time Service Criteria: An individual who does not meet either the minimum service or the full-time employment criterion may be considered for emeritus status if that person has served Southwestern Law School with notable distinction and is nationally recognized in their field. An individual who wishes to apply for emeritus status and lacks ten years of full-time service should include a separate statement with their application explaining why the Law School should grant an exception to the minimum criteria. The person is also encouraged to speak with the President and Dean before submitting an emeritus application. Examples of individuals who might be strong candidates for emeritus status despite lacking the minimum criteria would be (a) a professor holding a named professorship or chair who served Southwestern Law School at the end of their academic career, gave exceptional service at Southwestern in the areas of teaching, scholarship, and service for multiple years, and who is highly regarded in their field, (b) an adjunct professor who taught at Southwestern on an annual or near-annual basis for at least twenty years, received outstanding teaching evaluations, served the Law School and its students in other ways, and is respected in the legal profession, and (c) a major gifts officer in Institutional Advancement who worked for Southwestern for at least five years near the end of their career but helped secure millions of dollars in donations and is willing to help us steward those donors.

4. Application process:

a. Faculty:

- i. **Timing:** A faculty member who seeks emeritus status should submit a written application to the Office of the President and Dean. Ideally, the application should be submitted at least 90 days before the individual's intended retirement date. However, the application may be submitted up to six months before the individual's intended retirement date and up to one year after the individual's actual retirement.

- ii. **Contents:** Although no specific template exists for the application, the applicant should include information to support each criterion noted in Section 2 above. The applicant must also submit their current CV. The applicant may choose to submit letters of recommendation from Southwestern students, Trustees, alumni, faculty, staff, or individuals outside the Law School who are familiar with the individual's impact inside or outside the Law School.
- iii. **Review:** The Dean's Advisory Committee or another committee charged with reviewing emeritus applications will review the application. The committee will make a written recommendation to the President and Dean. The President and Dean will decide whether to grant emeritus status. If the President and Dean denies the request, the applicant may appeal to the Board of Trustees by submitting a written appeal to the Chair of the Board's Academic Affairs Committee.

b. Staff:

- i. **Timing:** A staff member who seeks emeritus status should submit a written application to the Office of the President and Dean. Ideally, the application should be submitted at least 90 days before the individual's intended retirement date. However, the application may be submitted up to six months before the individual's intended retirement date and up to one year after the individual's actual retirement.
- ii. **Contents:** Although no specific template exists for the application, the applicant should include information to support each criterion noted in Section 2 above. The applicant must also submit their current resume or CV. The applicant may choose to submit letters of recommendation from Southwestern students, Trustees, alumni, faculty, staff, or individuals outside of the Law School who are familiar with the individual's impact inside or outside the Law School.
- iii. **Review:** The applicant's direct supervisor, the head of Human Resources, and the Executive Vice President will review the application. The President and Dean may appoint other administrators to participate in the review if necessary (e.g., the

head of Human Resources is the applicant or one administrator is not available to participate). The administrators will confer and make a written recommendation to the President and Dean. The President and Dean will decide whether to grant emeritus status to the staff member. If the President and Dean denies the request, the applicant may appeal to the Board of Trustees by submitting a written appeal to the Chair of the Board's Academic Affairs Committee.

5. Title: If emeritus status is granted, "Emeritus" or "Emerita" will be added to the appropriate portion of the individual's title as of their retirement date. Titles associated with professorships and chairs held at the time of retirement will be included in the emeritus status. Typically, full-time faculty members who have served in administrative positions will not be granted emeritus status for the administration position. Examples of titles appear below:

- Professor of Law Emeritus
- [Name] Chair Emeritus
- Clinical Professor of Law Emerita
- Professor of Legal Analysis, Writing and Skills Emeritus
- Professor of Law for Academic Success and Bar Preparation Emerita
- Associate Dean of [title] Emerita
- Director of [title] Emerita
- Chief Financial Officer Emerita
- Registrar Emerita
- Reference Librarian Emeritus

6. Recognition and Privileges:

- a. Once emeritus status is granted, an individual with emeritus status will:
 - i. be recognized at a graduation or other appropriate ceremony at the time of retirement;
 - ii. be listed with emeritus status on the Law School's website;
 - iii. be included in future graduation programs, if they would have been included in the program with their pre-retirement status;
 - iv. be allowed to list emeritus status on resumes and curricula vitae, in publications, in materials related to professional speaking

- engagements, and in other appropriate publications or materials related to legal education, higher education, or the legal profession;
 - v. retain the ability to access campus and use facilities such as the Library and Fitness Center;
 - vi. retain a Law School email address; and
 - vii. be invited to graduation ceremonies and other major campus events.
- b. The President and Dean may grant other benefits that advance the Law School's mission or meet current needs. Examples of potential benefits include:
- i. retaining an emeritus faculty member to teach on a part-time basis;
 - ii. inviting an individual with emeritus status to walk in academic processions;
 - iii. inviting emeriti faculty to participate in faculty meetings on a non-voting basis;
 - iv. allowing an emeritus faculty member to hire a research assistant for an approved scholarly or community service project;
 - v. inviting individuals with emeritus status to serve on committees or task forces; and
 - vi. granting individuals with emeritus status access to other academic computing systems.

7. Declining or Removing Emeritus Status: Once granted, the individual approved for emeritus status may decline the title or associated benefits. The Law School may withdraw emeritus status or benefits associated with the status if the individual engages in unethical, unprofessional, discriminatory, or illegal conduct after being awarded emeritus status or the Law School learns that the individual engaged in unethical, unprofessional, discriminatory, or illegal conduct before being awarded emeritus status.

8. Death: Emeritus status expires with an individual's death. The Law School may establish one or more "In Memoria" sections of the website to acknowledge individuals who served the Law School with distinction but died while an active employee or with emeritus status.

