



TO: Bradley University Employees

FROM: Daniel C. Moon
Interim Provost and Senior Vice President for Academic Affairs

DATE: March 6, 2025

RE: Call for Emeritus Nominations

Nominations for the rank of emeritus are being requested at this time. Please refer to the University Senate policy statement on emeritus appointment (BU Faculty Handbook pages 41-42) and the following guidelines in making your nomination:

1. Nominations may be initiated by any full-time, tenure-track faculty or exempt staff member in the nominee's department. Nominations are to be made to the chairperson or unit director. The nomination and supporting information should be sent to the dean and then to the provost or directly to the appropriate vice president.
2. Nomination due date: **April 7, 2025.**
3. To be considered for an emeritus appointment, faculty and exempt staff must have completed at least 15 years of service at Bradley University. In special cases, exceptions will be considered.
4. Evidence must be given of the candidate's cumulative and continuing contributions to his/her personal professional development, profession, Bradley University, the greater community, and higher education. Particular attention will be given to those who have excelled as teachers and helped to enrich the experience of students at the university.
5. Supporting information should include expressions of support from the full-time members of his/her department or division. (supplemental expressions from former colleagues may be added), his/her chairperson or supervisor and dean or associate provost. A curriculum vitae or resume and any other evidence and endorsements that demonstrate distinguished service will be helpful.
6. An advisory committee will recommend appointments to the provost who will forward the names he/she selects to the president. Announcement of those confirmed by the president will be made as close to the end of the second semester as possible. Formal recognition will be made at the following Founder's Day ceremony.