

Procedure for Emeritus Status for University of Maryland, Baltimore (UMB) Library Faculty  
Health Sciences and Human Services Library (HSHSL)  
Thurgood Marshall Law Library (TMLL)

This procedure is consistent with the [UMB Policy on Emeritus Status for Faculty – University of Maryland, Baltimore](#).

### **Eligibility**

Emeritus is a title of distinction conferred upon retired faculty, or faculty who have submitted all required forms and letters for retirement, who have completed at least ten years of meritorious service to the Libraries at the University of Maryland, Baltimore. An emeritus appointment is based on exceptional performance and service, consistent with performance expected of senior members of the Library Faculty defined by the Appointment, Promotion, and Permanent Status (APPS) Policy of the UMB Libraries for Librarians III and IV. The years of service and academic rank requirements may be waived by the President if the significance of a candidate's contribution to a School, UMB, or the candidate's field so warrants.

Exceptional service goes beyond meeting expected library faculty performance standards during the librarian's career at the University of Maryland, Baltimore. There must be evidence of outstanding library faculty performance, along with achievements in service and research, scholarship, and/or creativity demonstrating professional growth and significant contributions throughout their career. The contributions can be as diverse as faculty librarians' jobs and professional pursuits are, but must share distinction and excellence. Emeritus status is not awarded solely for years in service.

### **Application Procedure for Library Faculty Emeritus Status:**

1. Recommendations for emeritus status shall be made in writing by a faculty member to the HSHSL Dean or the Associate Dean for Library and Technology (TMLL) as appropriate. The HSHSL Dean or the Associate Dean for Library and Technology (TMLL) will send a request to the APPS Committee for review of the candidate's qualifications and the development of a detailed statement evaluating eligibility for emeritus status.
2. Simultaneously, the HSHSL Dean or the Associate Dean for Library and Technology (TMLL) will review the recommendation for emeritus status. In the case of the TMLL, the Associate Dean for Library and Technology (TMLL) will submit their recommendation to the Dean of the Law School. The HSHSL Dean or Dean of the Law School will make a recommendation to the President including a full dossier, which will also be sent to the UMB Office of Academic Affairs.

The dossier shall include:

- A letter from the Dean (HSHSL or Law) to the President recommending the awarding of emeritus status, including the Dean's assessment of the candidate's contribution to the Libraries at the University of Maryland, Baltimore. The Dean of the Law School's assessment will be informed by the Associate Dean for Library and Technology (TMLL).
- A detailed statement evaluating the candidate from the APPS Committee; and
- A current copy of the candidate's curriculum vitae.

3. The President will communicate a decision to either the HSHSL Dean or the Dean of the Law School in writing.

4. After receiving the President's letter, it is the responsibility of the HSHSL Dean to prepare and issue a letter to the emeritus candidate with the President's decision. In the case of a TMLL candidate, the Dean of the Law School will inform the Associate Dean for Library and Technology (TMLL) of the decision and the Associate Dean for Library and Technology (TMLL) will prepare and issue a letter to the candidate with the President's decision.

The President's decision is final and may not be appealed.

Upon the President's approval, the faculty member will hold the title of Library Faculty Emeritus.