

Emeritus Appointments for Retired Faculty

Units within the College of Agricultural and Life Sciences (CALS) may wish to provide a faculty member a \$0 Emeritus Professor appointment in conjunction with that individual's emeritus/emerita status.

The \$0 Emeritus Professor appointment requires prior approval from CALS Human Resources. Departments/centers may use the following steps to obtain the appropriate approval. These steps may be taken after emeritus status has been approved or in conjunction with a request for emeritus status.

1. Prepare and submit a [Zero Dollar Emeritus Appointment Request Form](#) to CALS Human Resources (CALS HR), 240 Agricultural Hall. The request form should include:
 - Name of appointee.
 - Expected date of appointment (appointments are limited to three years, with an opportunity for an extension).
 - Proposed working title for appointment (Emeritus Professor).
 - Provide justification for appointment and which unit the applicant will have an affiliation with for access to campus and applicable systems/services.
 - Identify whether the appointment will require limited PI status and the supporting reasons or justifications to support the request.
 - Brief detail of the responsibilities/relationship, curriculum vitae, and any other supporting information deemed helpful to support the request.
 - Since this is a \$0 appointment, no financial salary support will be provided by UW-Madison.
 - Signature of research division designee.
 - Signature of chair/director.
2. To expedite process, provide a draft letter of appointment on department/center letterhead. If possible, provide the draft as a Word document electronically to hr@cals.wisc.edu.
3. CALS HR will review the request. If approved at the division level, the approved appointment title and an approval signature will be added to the request form. If approval cannot be granted, communications will occur between CALS HR and department/center.
4. CALS HR will make an electronic copy of approved request form. The original will be returned to the department/center.
5. If draft letter of appointment letter with chair/director signature was provided with request form, CALS HR will finalize, sign and return the letter to the department/center.

6. Department/center will provide copy of letter directly to CALS HR and forward appointment letter to the appointee.

Extension Procedure

Departments/centers seeking an extension of an existing \$0 Emeritus Professor appointment should follow the procedures detailed above, referencing the request as an extension of the \$0 Emeritus Professor appointment. Use the draft extension letter. An extension request requires chair/director and CALS HR approval. A letter reflecting the appointment extension is required.

Assistance Needed

Questions regarding this process, or requests for preliminary guidance or review, should be directed to Dawn Wagner in CALS HR (dawn.wagner@wisc.edu).