



**Policy Contact:**  
Policyquestions@saic.edu  
Last Revised: 12/08/25  
Policy No. 85

## Professors Emerit

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### Policy Statement

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The School of the Art Institute of Chicago (SAIC) offers the status of Professor Emerit to former members of the full-time faculty who have retired in good standing and submitted a request for the honor to the Provost, who oversees the administration of the rank. The emerit rank allows the School to maintain relationships with its most experienced faculty. This relationship also helps promote awareness of SAIC through the ongoing accomplishments of emerit professors.

Emerit status is considered an honorific rank; conferring certain privileges and responsibilities as described below. This rank is not awarded to all retirees and it can be revoked by the Provost. There is no set number of holders of this rank and a complete list of honorees is kept in the Office of the Dean of Faculty. Any questions about emerit status and benefits should be directed to the Office of the Provost.

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### Reason for Policy/Procedure

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#### The Policy Applies to:

|                                     |                            |                          |            |
|-------------------------------------|----------------------------|--------------------------|------------|
| <input type="checkbox"/>            | All AIC and SAIC Employees | <input type="checkbox"/> | SAIC Staff |
| <input type="checkbox"/>            | SAIC Students              | <input type="checkbox"/> | AIC Staff  |
| <input checked="" type="checkbox"/> | SAIC Faculty               |                          |            |

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### Responsible Department

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**Department responsible for this policy: Provost and Senior Vice President of Academic Affairs**

**Vice President responsible for this policy: Provost**

**Initially issued by: Provost**

**Approval authority for revisions: Provost**

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## **History/Revision Dates**

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**Origination Date:** January 28, 2020

**Revision Date(s):** N/A

**Last Amended Date:** 12/08/25

**Next Review Date:** N/A

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## **Policy/Procedures**

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### **I. ELIGIBILITY**

Emerit status is available to retired, full-time faculty in good standing who have at least ten years of service to the School and are at least fifty years old at the time of their retirement. For the purpose of emerit rank, retired faculty are those who have relinquished their tenure as well as any titles and privileges associated with an endowed professorship.

### **II. PROCESS**

Within a semester of your retirement, the retired faculty meeting the eligibility requirements may request emerit status from the Provost. The Provost will evaluate the accomplishments of the faculty member; including the quality of their teaching, service to the School, professional practice, and other information that is either provided by the department or part of institutional or public record. After rank has been awarded, the individual faculty member is informed of the award by the Provost in a letter, which also outlines the privileges and responsibilities associated with the rank.

### **III. PRIVILEGES AND RESPONSIBILITIES**

Emerit professors have the following privileges and responsibilities, provided however, that the School may amend these privileges and responsibilities at its sole discretion. The Provost has the authority to clarify, suspend, or expand these privileges and responsibilities on a case-by-case basis or in toto. The current privileges and responsibilities of professor emerit are:

- **Identification Card**

Professors Emerit receive a valid SAIC picture ID card for a three-year term, eligible for in-person renewal. The card provides access to SAIC facilities, the Art Institute of Chicago museum, and the libraries of the Museum and School. The ID also provides an email account, museum store and cafeteria discounts, and invitations to events such as commencement. Additionally, many museums both domestic and abroad may honor the SAIC ID with complementary or discounted admission.

- **Tuition Remission**

Professors Emerit receive 100% tuition benefits for 3 credit/noncredit hours per semester.

- **Ongoing Professional Opportunities**

Professors Emerit may continue to teach classes on a part-time, instructor-rank basis.

Professors Emerit should not attend faculty meetings and they may not cast votes for faculty elections, tenure review, searches, or other School or department business.

- **Attribution**

Work produced by Professors Emerit should include attribution as a faculty member with the rank of Professor Emerit at the School of the Art Institute of Chicago when it is published, exhibited, or otherwise distributed. Professors Emerit are encouraged to use their title on letterhead, e-mail signature, and other professional communications.

- **Teaching at SAIC**

Professors Emerit become eligible to teach a class at SAIC two years after their emerit status was awarded.

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