

WHO: Professors and associate professors who have served Seton Hall University full time for at least ten (10) years as tenured members of the faculty, as well as faculty serving in the colleges without tenure with the same years of service, may apply for retired or emeritus status upon their retirement. Faculty associates and senior faculty associates who have served Seton Hall University for at least fifteen (15) years as members of the faculty may also apply for retired or emeritus status upon their retirement.

WHEN: In or after the faculty member's last contracted semester of teaching at the University; faculty on a phased retirement arrangement should make an application, if they desire, at the end rather than the outset of the phased retirement period. To provide sufficient time for review of applications, faculty should submit their applications for each year's cycle by March 1<sup>st</sup>.

HOW: See below, starts with application to chairperson, copying the Dean.

