Overview

- Faculty applying for Emeritus Faculty status will inform their Academic Department Head (ADH) of their intention and submit their application for review via Microsoft (MS) Teams.
- Emeritus Faculty applications are voted on by tenured and tenure track faculty members of the respective department, with the results forwarded to the Distinguished Faculty Award Committee (DFAC), who then also vote on the application.
- The results of the departmental and DFAC vote, and all submitted documentation shall be forwarded to the Provost, subsequently to the President and then to the Trustees.

MS Teams Submission and Review

- MS Teams will serve as the storage receptacle for the Emeritus Faculty applications.
- Emeritus Faculty applications submitted through MS Teams will be accessible to all eligible voting members of the respective academic department (tenured and tenure track faculty), the respective ADH and Administrative Assistant (Admin Assist), the DFAC, the Faculty Senate (FS) President, and the Office of Academic Affairs.
- Detailed MS Teams instructions for the inexperienced user can be found at the end of this document in purple font titled **MS Teams Detailed Instructions**. If you are unfamiliar with MS Teams, please see the 'Microsoft Teams – Basic' module on the CMU Information Technology "How to" page.

Submission Process

Emeritus Faculty Application Submission[1]

- Emeritus Faculty Applicant writes a letter of request, updates their CV, and completes the first section of the Emeritus Faculty Application Vote Record.
- Emeritus Faculty Applicant creates a 'MS Team' using the naming convention Emeritus Application First and Last name (e.g., Emeritus Applicant Chad Middleton).
- Emeritus Faculty Applicant uploads their letter of request, their updated CV, and the Emeritus Faculty Application Vote Record using a defined naming scheme:
    - Example: 2025-26-PES-CMiddleton-Letter.pdf
    - Example: 2025-26-PES-CMiddleton-CV.pdf
    - Example: 2025-26-PES-CMiddleton-Vote.pdf
- Emeritus Faculty Applicant adds their ADH, their Admin Assist, the Chair of DFAC, the Faculty Senate (FS) President, and the AVP for Faculty Success (Chad Middleton) as MS Team 'Owners' and then leaves the MS Team.
- Emeritus Faculty Applicant emails their ADH and Admin Assist informing them that they have transferred ownership of the MS Team to them.

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[1] See **Emeritus Faculty Application Submission Detailed Instructions** section near the end of this document for detailed instructions on the MS Teams submission process

Review Process

Departmental Review

- ADH and/or Admin Assist confirm(s) that the Emeritus Faculty Applicant has been removed from the respective MS Team.
- ADH or Admin Assist enrolls all eligible voting members of the academic department as 'Members' of the MS Team, which includes all tenured and tenure track faculty.
- Department faculty review the Emeritus Faculty Applicant's documents through MS Teams and the ADH subsequently conducts a poll of tenured and tenure track faculty.
- Once the poll is complete, the ADH or Admin Assist removes all department faculty as 'Members', leaving the Chair of the DFAC, the FS President, and the AVP for Faculty Success (Chad Middleton) as MS Team 'Owners'.
- ADH downloads the **Emeritus Faculty Application Vote Record** from the MS Team, completes the 'Department Faculty Recommendation' section, and then uploads to the MS Team.
- ADH or Admin Assist removes themselves from the MS Team.
- Admin Assist notifies the Chair of DFAC, the FS President, and the AVP for Faculty Success via email that their department has completed their step of the review process.

Chair of the Distinguished Faculty Award Committee (DFAC)

- Chair of DFAC confirms that there are no academic department faculty 'Members', including the ADH and Admin Assist, in any Emeritus Faculty Applicant MS Teams.
- Chair of DFAC adds the DFAC as 'Members' to all Emeritus Faculty Applicant MS Teams.
- Chair of DFAC notifies their committee that the members have been added and the review can begin.

DFAC Review

- DFAC reviews Emeritus Faculty Applicant's letter of request, curriculum vitae, and the results of the respective departmental vote. DFAC members vote on Emeritus Faculty Applicants.
- Chair of DFAC downloads the **Emeritus Faculty Application Vote Record** from the MS Team, completes the 'Distinguished Faculty Award Committee Recommendation' section, and then uploads to the MS Team.
- Chair of DFAC adds the Provost as MS Team 'Owner' and then removes themself and the FS President from the MS Team.
- Chair of DFAC notifies the FS President and Provost via email that they have completed their step of the review process.

Emeritus Faculty Application Submission Detailed Instructions

Creating an Emeritus Faculty Applicant MS Team
- Create your MS Team through the Microsoft Teams application
    - In MAVzone, click on the 'Applications' tab (left middle under 'Dashboard')
    - Click on the 'Microsoft Teams' application
    - Click on the 'Teams' icon (left side of screen)
    - Click on the 'Join or create team' icon (top right of screen)
    - Click on 'Create Team'
    - Click on 'Other'
    - Under 'Team name', name your MS Team with the following convention:
        - Emeritus Applicant First and Last name (e.g., Emeritus Applicant Chad Middleton)
    - Make sure under 'Privacy', that 'Private – Only team owners can add members' is chosen, then click 'Next'
    - Under 'Add members to team', click 'Skip'
    - Your MS Team is now created

Uploading Files to your Emeritus Applicant MS Team
- Select 'Files' in the General channel (top middle of Emeritus Applicant MS team)
- Click 'Upload' and then click 'Files'
- Upload the letter of request, which should be named according to the naming scheme (e.g., 2025-26-PES-CMiddleton-Letter.pdf)
- Upload your Curriculum Vitae, which should be named according to the naming scheme (e.g., 2025-26-PES-CMiddleton-CV.pdf)
- Upload Emeritus Faculty Application Vote Record, which should be named according to the naming scheme (e.g., 2025-26-PES-CMiddleton-Vote.pdf)

Submitting your Files
- Add 1) your ADH, 2) your Admin Assist, 3) the Chair of the Distinguished Faculty Award Committee, 4) the Faculty Senate President, and 5) the AVP for Faculty Success (Chad Middleton) to your MS Team as 'Owners'
    - Click on the ellipses ('…') next to your MS Team name (top left of Emeritus Applicant MS Team)
    - Click on 'Add member' and 'start typing a name or group' of your ADH's name. Your ADH's name should appear from the drop-down menu. Choose their name, and select 'Add'
    - Add your ADH, your Admin Assist, the Chair of DFAC, the FS President, and the AVP for Faculty Success (Chad Middleton) and then click 'close'
- Make all 'Owners' of the MS Team
    - Click on the ellipses ('…') next to your MS Team name
    - Click on 'Manage team' and then 'Members and guests'
    - Click on the 'down arrow' next to 'Member' (right middle of T&P Portfolio team) and change to 'Owner'
- Leave the MS Team
    - Click on the ellipses ('…') next to your MS Team name

- • Click on 'Leave team'
- Email your ADH and Admin Assist informing them that you have transferred ownership of the MS team to them

MS Teams Detailed Instructions

To Add 'Members':
- Click on the ellipses ('…') next to your MS Team name (top left of MS Team)
- Click on 'Add member' and 'start typing a name or group' of the CMU individual you are interested in adding. Their name should appear in the drop-down menu. Choose their name and select 'Add'

To Promote a 'Member' to 'Owner':
- Click on the ellipses ('...') next to your MS Team name (top left of MS Team)
- Click on 'Manage team' and then 'Members and guests'
- Click on the 'down arrow' next to 'Member' (right middle of T&P Portfolio team) and change to 'Owner'

To Remove 'Members':
- Click on the ellipses ('…') next to your MS Team name (top left of MS Team)
- Click on 'Manage team' and then 'Members and guests'
- Clicking on the '×', which is to the right of 'down arrow' next to 'Member' will remove this member

To Remove Self or 'Leave' Team:
- Click on the ellipses ('…') next to your MS Team name (top left of MS Team)
- Click on 'Leave team'

To Upload Files to a MS Team:
- Select 'Files' in the General channel (top middle of T&P Portfolio team)
- Click on the 'down arrow' next to 'Upload' and then click 'Files'

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