

1. PURPOSE

This policy describes and clarifies the status, rights and obligations of Faculty Emeriti.

2. WHO IS AFFECTED BY THIS POLICY

The persons affected by this policy are former faculty members who have been granted Emeritus status.

3. LEGAL CONTEXT OR REGULATORY BODY

This is an internal, AUP policy. However, the former faculty concerned are reminded that all existing IT policies and the rules and regulations surrounding GDPR continue to apply to them insofar as they have access to the AUP computer network.

4. POLICY STATEMENT

Faculty Emeritus status is conferred in recognition of distinguished scholarly activity and/or exceptional contribution to the strength of The American University of Paris's academic programs and profile. It may be assigned to any retiring faculty member holding the rank of Associate Professor or Professor who has completed at least ten years of service to The American University of Paris; it is not automatically granted to retiring faculty members, regardless of length of service. A faculty member who is about to retire may be recommended by the chair of his or her department, or by a group of colleagues. Recommendations must be made in writing and must include a curriculum vitae and a letter of nomination. Recommendations are made to the Provost and reviewed by the President, who passes on his or her recommendation to the Board of Trustees for action. Faculty members who are granted emeritus status are named on the University website and all official lists of the faculty. Emeritus status carries with it the right to full privileges at the University library, a University e-mail address, presence on the emeritus e-mail list, and a standing invitation to participate in all appropriate institutional social and honorary functions, such as Commencement.

Faculty Emeriti have access to the University network and website, their AUP Net ID, and Office 365. They are able to log on to campus computers, use campus printers and access the AUP Wi-Fi system. They appear on the Global Address List and benefit from personal file storage on the University's servers. They are issued with an AUP card which provides access to the Combes/Quai complex and the library. They also benefit from remote access to the Library's licensed resources.

Faculty Emeriti do not have access to AUP mailing lists: they may address e-mails only to named individuals within the community. They do not have unrestricted access to buildings other than the Combes/Quai complex, although they are welcome to visit other departments by requesting access at the front desk. They are not allowed to use the AUP logo as a signature block in their e-mails.

5. RESPONSIBILITIES

The President is responsible for granting the status and informing the person, the Library, ITS and other departments as necessary in order to ensure that the appropriate privileges are granted.

The Emeritus Faculty member is responsible for strict adherence to the policy as stated above, and must ensure that his/her interlocutors are under no circumstances misled into believing that he/she is still an employee of AUP.

6. APPROVALS & HISTORY

Leadership Team approval on March 8, 2022. Next review in November 2025.

7. ISSUING OFFICE AND CONTACT

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