GUIDELINES FOR PREPARATION OF RETIREMENT MEMOIRS

a. Retirement memoirs are prepared for faculty of professional and research scientist ranks:
   - Assistant Professor
   - Associate Professor
   - Professor
   - Librarian
   - Associate Librarian
   - Assistant Research Scientist
   - Associate Research Scientist
   - Research Scientist
   - Senior Associate Librarian
   - Assistant Librarian

b. A memoir is not an official Regents Communication. It is prepared as a draft statement which recites the accomplishments of the retiring faculty member. The draft memoir should be prepared by the department/deans'/chancellors’ office, attached to the Request for Termination (for retirement) and sent to the Records and Information Office. Records and Information will forward the draft memoir to the Office of the Secretary of the University, where it will be officially prepared, signed by the secretary of the university, and presented to the Board of Regents for adoption.

c. Following Regental approval, a copy of the approved memoir, in a format suitable for framing, is presented to the faculty member. For this reason, memoirs are strictly limited to one page in length in 12 point type, including signatures. Memoirs will be edited by the Regents’ Office staff to conform with style and length considerations.

d. A female faculty member who was achieved emeritus status is referred to as “Professor emerita”; a male faculty member is “Professor emeritus”.

e. Please include the name and phone number of a department/unit contact person who wrote the memoir on the draft that is sent to the Records and Information Office.
EMERITUS STATUS REQUEST FORMAT

SUBJECT: Report of Faculty Retirement

ACTION REQUESTED: Adoption of Memoir

PARAGRAPH #1: Announcement of the retirement of the faculty member and date of retirement

PARAGRAPH #2: Educational and work history of the faculty member

PARAGRAPH #3 AND 4: Description of faculty member’s major areas of interest/impact/accomplishments at the University and within his/her field; publication record, unique achievements, honors, etc.

PARAGRAPH #5: “The Regents now salute this faculty member by naming John J. Jones Professor Emeritus (for male faculty members) or Professor Emerita (for female faculty members) of (insert discipline).”

PREPARED: ________________________________ PHONE: ________________________________

Date of Preparation:
THE UNIVERSITY OF MICHIGAN
REGENTS COMMUNICATION

SUBJECT: Report of Faculty Retirement

ACTION REQUESTED: Adoption of Retirement Memoir

John J. Jones, professor of history in the College of Literature, Science, and the Arts and research scientist in the Center for Political Studies, Institute for Social Research, retired from active faculty status on December 31, 1994.

A native of Washington, Professor Jones received his B.A., M.A., and Ph.D. degrees from the University of Washington in 1955, 1957, and 1963, respectively. He was a faculty member at Bowling Green University from 1961-66. He joined the Center for Political Studies as a research associate in 1966 and was promoted to program director in 1970 and research scientist in 1973. He was named lecturer in history in 1968 and was promoted to associate professor in 1971 and professor in 1973. Professor Jones also served as executive director of the Inter-university Consortium for Political and Social Research (ICPSR) from 1975-91.

Professor Jones was a pioneer in introducing quantitative techniques of analysis to history. Through his extensive research and publications, he demonstrated that quantitative data add precision to historical interpretations and often yield findings that are contrary to conventional wisdom. He showed that partisan realignment followed rather than preceded critical elections in American history, and that political elites played a crucial role in initiating realignments by leading, rather than responding to, shift in voter attitudes. His championing of quantitative techniques of analysis has had an important impact on historical studies.

As executive director of the Inter-university Consortium for Political and Social Research, Professor Jones shaped the social sciences globally. He expanded the disciplinary scope of ICPSR, adding history, sociology, and social work as full partners with political science, the consortium’s founding discipline. He greatly expanded the services that ICPSR provided to support research. During his tenure as executive director, the consortium’s membership greatly increased, and its budget grew from $1.1 million to more than $3.6 million.

Professor Jones served on numerous national and international social science advisory boards and was a founder and president of the Social Science History Association. In 1992, he was honored by being appointed to the University’s Senior Research Scientist Lectureship.

The Regents salute this distinguished scholar by naming John J. Jones professor emeritus of history and research scientist emeritus.

Reported by:

Lisa A. Tedesco January 1998
THE UNIVERSITY OF MICHIGAN
REGENTS COMMUNICATION

SUBJECT: Report of Faculty Retirement

ACTION REQUESTED: Adoption of Retirement Memoir

Mary A. Smith, professor of social work in the School of Social Work, retired from active faculty status on May 31, 1995, after 34 years of service to the University of Michigan.

Professor Smith obtained her B.A. degree from the University of Minnesota in 1946, her M.S.W. degree from the University of Minnesota in 1955, and her Ph.D. degree in social work and sociology from the University of Michigan in 1962. After gaining several years of professional experience in the field, Professor Smith joined the faculty of the University of Michigan School of Social Work in 1959 as a lecturer. She was promoted to assistant professor in 1962, associate professor in 1964, and professor in 1966.

Scholars and professional practitioners the world over consider Professor Smith to be a leading expert in the areas of child/family welfare policy and juvenile and criminal justice systems. Most recently, she has collaborated with universities in Australia and Korea on the topics of child welfare and adoption, and was appointed by the minister of education to the Russian Social Welfare Commission to help develop educational standards and curriculum guidelines for social work education programs in Russia.

Professor Smith has done extensive research and published widely on public issues related to families, children, women, and justice systems. She has also served the School of Social Work, the university, and many government agencies through her extensive committee activities. Her teaching has been inspirational and her mentorship of students noteworthy. Her retirement marks the departure of an esteemed member of the faculty of the School of Social Work who has been devoted to the improvement of social welfare systems.

The Regents now salute this faculty member by naming Mary A. Smith Professor Emerita of Social Work.

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Lisa A. Tedesco June 1998