

**Policy Contact: Dean of Faculty**

Policyquestions@saic.edu

Last Revised: 5-22-24

## Adjunct, Retired

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### Policy Statement

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The School of the Art Institute of Chicago (SAIC) offers the status of Adjunct, Retired to members of the part-time Adjunct faculty who have taught at SAIC for 20+ years, are at least 50 years of age at retirement, retired in good standing, and submitted a request to the Dean of Faculty. The Adjunct, Retired status allows the School to maintain relationships with its most respected and experienced part-time faculty. This relationship also helps promote awareness of SAIC through the ongoing accomplishments of retired Adjunct faculty.

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

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### Reason for Policy/Procedure

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#### The Policy Applies to:

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<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: Dean of Faculty and Vice President of Academic Affairs**

**Vice President responsible for this policy: Dean of Faculty**

**Initially issued by: Dean of Faculty**

**Approval authority for revisions: Dean of Faculty**

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## **History/Revision Dates**

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**Origination Date:** 12/13/21

**Revision Date(s):** 5/22/24

**Last Amended Date:** N/A

**Next Review Date:** N/A

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## **Policy/Procedures**

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### **I. ELIGIBILITY**

The School of the Art Institute of Chicago (SAIC) offers the status of Adjunct, Retired to members of the part-time Adjunct faculty who have taught at SAIC for 20+ years, are at least 50 years of age at retirement, retired in good standing, and submitted a request to the Dean of Faculty.

### **II. PROCESS**

The faculty member will submit a request to the Dean of Faculty. Dean of Faculty will review and, if approved, communicate this to the Faculty Employment Resources Office.

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

Adjunct, Retired have the following privileges, provided however, that the School may amend these privileges at its sole discretion. The Dean of Faculty has the authority to clarify, suspend, or expand these privileges and responsibilities on a case-by-case basis or in totality. The privileges of Adjunct, Retired are:

- **Identification Card**

Adjunct, Retired faculty receive a valid SAIC picture ID card for a three-year term, eligible for in-person renewal. The card provides access to;

1. SAIC Service Bureau
2. Art Institute of Chicago museum
3. SAIC library (for visiting and working, but not for checking out items or accessing the consortium)
4. Additionally, many museums both domestic and abroad may honor the SAIC ID with complementary or discounted admission

- **Attribution**

Work produced by Adjunct, Retired faculty should include attribution as a faculty member with the rank of Adjunct, Retired at the School of the Art Institute of Chicago when it is published, exhibited, or otherwise distributed.