



# Faculty Emeritus Titles Policy

Policy Name:	Faculty Emeritus Titles
Policy Type:	University (Academic Affairs)
Responsible Executive:	Executive VP and Provost
Responsible Office:	Academic Affairs
Approved by:	Provost and Faculty Senate
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## Policy Statement

Emeritus titles should be reserved to honor, in retirement, faculty and administrators who have made distinguished professional contributions and have served significant portions of their careers at the institution: e.g., emeritus professor of chemistry, emeritus dean of education, emeritus president. The awarding of emeritus title is an administrative responsibility, with the exception of President emeritus (University or System). The university president may approve such titles based upon established university criteria and procedures.

To be eligible for consideration for academic emeritus status, the individual is expected to have achieved the rank of professor. In exceptional cases, an associate professor with an outstanding record of achievement and contribution to the University may be recommended for the status. Normally the granting of titles of this nature requires a minimum of ten years of service to the institution; however in cases of demonstrated exceptional performance, a lesser period of service may be considered.

## Purpose of the Policy

The purpose of this policy is to guide academic and administrative nominations for emeritus status.

This policy establishes the relevant university criteria and procedures required by the ULS Board of Supervisors Rules (ULS Board of Supervisors Rules, Chapter 3, Section XIII: Emeritus Titles, Revised 8.26.2011).

## Applicability

This policy applies to all Northwestern State faculty and administrators who are eligible to be considered for an emeritus status appropriate to their rank or position.

## Policy Criteria

Criteria for Emeritus Status: The following are the minimum criteria for consideration for the granting of emeritus status. However, meeting the minimum criteria should not be considered adequate justification for recommending emeritus status.

1. A minimum of ten consecutive years of full-time employment with Northwestern State University immediately prior to retirement at the institution; however, in cases of demonstrated exceptional performance, a lesser period of service may be considered;
2. Clear evidence of outstanding teaching, scholarly and/or creative activity, and/or administrative services;
3. Recognized record of meritorious professional achievement, growth, and development; and
4. Clear evidence of university service beyond the normal or ordinary expectations.

## Policy Procedure

Each academic unit should review recently retired faculty annually for consideration of emeritus status. Nomination for emeritus status may be initiated by faculty or administrators in the relevant academic unit or by an Academic Dean.

1. Nominations for emeritus status should be submitted to the Executive Vice President and Provost along with letter(s) of support/nomination, and any other supporting documentation.
2. As part of the University's commitment to shared governance, the EVP/Provost will forward the nomination packet to the head of the academic unit, who will forward the nomination to all faculty in the nominee's home academic unit. The home academic unit should have at least five faculty members with at least 5 years of full time service in the unit. In the event that a department does not have the required number of full-time faculty, an ad-hoc committee will be formed.
3. Faculty in the nominee's home academic unit, including existing emeritus faculty, will meet to discuss the nomination.
  - a. The vote will occur using an anonymous ballot sent to all involved faculty by the Director of Internal Audit (DoIA). The DoIA will tabulate the results and report said results to the head of the academic unit and the EVP/Provost.
  - b. The nomination should receive favorable vote from at least 2/3 of those voting to be eligible for further consideration.
4. The head of the academic unit will forward the nomination packet, together with their recommendation regarding the nomination, feedback from the academic unit discussion and results of the vote of faculty to the Academic Dean.
5. The Academic Dean will review the nomination and send their recommendation for or against emeritus status to the EVP/Provost.

6. The EVP/Provost will take account of all prior recommendations and feedback in making their recommendation regarding emeritus status of the nominee to the President of the University.
7. The President of the University may approve the awarding of the appropriate emeritus title to the nominee.

The EVP/Provost, as the administrative party bearing responsibility for the policy, will be kept informed at every step of the process and should be supplied with copies of all recommendations.

## Emeritus Benefits

Standard emeritus benefits include library access, parking, a university email account and faculty rates for on campus activities. As university and departmental resources permit, emeritus faculty members may be allowed use of university facilities and/or provided office space for ongoing research, teaching and university service.

As needed, emeritus faculty may:

1. Apply for graduate faculty status to serve on thesis or dissertation committees,
2. Serve on university and department, school, or college committees that do not limit membership to full-time or tenured faculty,
3. Represent the university in recruiting, ceremonies, and/or community work,
4. Serve in an advisory capacity for accreditation documents, course development, and advisory councils,
5. March in commencement with faculty,
6. Submit research proposals with approval from the EVP/Provost
7. Other honors as available and applicable

## Enforcement and Policy Management

The EVP/Provost is responsible for enforcement and management of this policy.

The holder of a faculty emeritus position is expected to adhere to all policies and procedures of the University and is held to the same expectations as all full-time faculty.