



EMERITA OR EMERITUS POLICY

Area:	Academic Affairs	Number:	
Applies To:	Faculty and Administrative Officers	Issued:	December 2012
Sources:	Board of Regents Policy Manual § 2.11	Revised:	July 31, 2019
		Reviewed:	
Policy Owner:	Provost and Vice-President for Academic Affairs	Page(s):	3

I. Purpose

The emerita or emeritus policy delineates the approval process for faculty and/or administrative officers applying for emerita or emeritus status. The title of emerita or emeritus is granted for the express purpose of encouraging continued association with Georgia Southern University for the purposes of university service, instruction, and/or scholarly investigation.

II. Policy Statement

The emerita or emeritus title is an honorary title awarded to full-time faculty and/or administrative officers who, at the time of retirement, had 10 or more years of honorable and distinguished University System of Georgia service. In accordance with Board of Regents policy, a president of a University System of Georgia institution may, at his or her discretion, confer the title of emerita or emeritus. The title of president emerita or emeritus can only be conferred by the Board of Regents upon the recommendation of the Chancellor. (*Board of Regents Policy Manual, § 2.11*) A faculty member and/or administrative officer must have met the length of service requirement prior to beginning a phased-in retirement to be eligible for emerita or emeritus status.

An application for emerita or emeritus status must be submitted either during the final academic/fiscal year of employment or no later than one year after the date of retirement.

Nomination Criteria

The criteria used in the selection of retired or retiring faculty members and/or administrators for this honor shall include, but not be limited to, professional recognition in one or more of the following areas:

- academic excellence and/or innovation;
- university or college distinguished contributions, recognitions, awards, or honors;
- professional association distinguished contributions, recognitions, awards, or honors;
- community and/or professional service contributions, recognitions, awards, or honors;
- a consistent record of quality performance as demonstrated by one or more of the following:
 - a) a substantive record of achievement commensurate with national and international standards within the specific discipline;
 - b) a recognized record of outstanding teaching, educational, or employment field contributions; and/or

- c) clear evidence of service to the University beyond normal expectations.

Benefits/Privileges/Recognition

1. Invitation to participate in public ceremonies of the University, including commencement, open houses, and selected university functions.
2. Invitation to certain departmental, college, and university events.
3. Complimentary copies of university publications.
4. Inclusion in the faculty/administrator listing on the university emeriti webpage (<http://jobs.georgiasouthern.edu/about/emeritus/>).
5. Inclusion in the Commencement bulletin immediately following awarding of emerita or emeritus title.
6. Certificate with name and emerita or emeritus rank.
7. Eligibility to enroll and attend classes for free, subject to space availability and approval of the instructor.
8. Upon recommendation of the department chair and approval of the dean and the provost and vice president for academic affairs, eligibility to work on sponsored grants, including serving as principal investigator or co-investigator, subject to the University's Principal Investigator Policy and applicable Human Resources and University System of Georgia policies.
9. Entitlement to use official university stationery and other departmental office privileges for the purposes of university service.
10. Eligibility to serve on doctoral dissertation or project committees, as appropriate.
11. Emerita or emeritus faculty members and administrative officers are entitled to all benefits the University grants to retired faculty and staff members as follows.
 - Free parking
 - Georgia Southern University email account
 - Georgia Southern University ID
 - Library privileges
 - Reduced RAC membership—½ price
 - Bookstore discount
 - Retiree health benefits

III. Procedures (if applicable)

- The immediate supervisor of the unit in which the candidate held her or his full-time appointment determines whether a faculty member and/or administrative officer should be recommended for the emerita or emeritus title and, if so, initiates the Application for Emerita or Emeritus Status. Requests include a bio written by the candidate's immediate supervisor, describing the individual's qualifications for emerita or emeritus status based upon the nomination criteria identified above. This bio is published in the University's commencement bulletin announcing the awarding of emerita or emeritus status.

Spring applications for the awarding of emerita or emeritus titles are due in the Provost's Office no later than February 15th. Summer/fall applications for the awarding of emerita or emeritus titles are due in the Provost's Office no later than September 15th.

- The completed application is submitted to the next higher level for review and endorsement, culminating with the president's final decision.

- Following the president's decision, a letter is sent to the retiring faculty member and/or administrative officer from the Provost's Office, on behalf of the president, conveying the final decision.