



EMERITUS/A STATUS POLICY

Area: Other Important Information and Procedures	Number: 2892
Subject: Emeritus/a Status	Issued: 12/2012
Applies To: Faculty and Administrative Officers	Revised:
Sources:	Updated: 10/2014
Responsible Party: Associate Vice President for Human Resources	Page(s): 1 of 5

Purpose

The purpose of the Emeritus/a Policy is to outline the process for faculty and/or administrative officers to apply for emeritus/a status and to define the rights and privileges associated with this title. Emeritus/a status is granted to encourage continued association with the University for the purposes of university service, instruction, and scholarly investigation.

Policy

The Emeritus/a 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 (*Board of Regents Policy Manual, § 8.3.13*), only the President can confer the title of emeritus/a. The title of President Emeritus/a can only be conferred by the Board of Regents upon the recommendation of the Chancellor (BOR Minutes, January 2009). 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 emeritus/a status. An application for emeritus/a status must follow the procedures outlined below and must be submitted either during the final academic/fiscal year of employment or no later than one year after the date of retirement.

The bestowal of the emeritus/a title is a privilege, not a right, and requires a two-step process: (1) a completed and approved Application for Emeritus/a Status; and (2) a completed Emeriti Designation Packet, which officially confers the emeritus/a title effective immediately (if the individual is already retired) or upon retirement.

Nomination Criteria

The criteria used in the selection of retired(ing) 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:

- Excellence and/or innovation
- College recognition, awards, honors
- Professional association recognition, awards, honors
- Community and /or professional service contributions, recognition, awards, 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

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 emeritus/a title.
6. Certificate with name and emeritus/a 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 Vice President for Research and Economic Development, eligibility to work on sponsored grants, including serving as principal investigator or co-investigator.
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. Emeritus/a faculty members and administrative officers are entitled to all benefits the University grants to retired faculty and staff members as follows.
 - Free parking hang tag
 - Georgia Southern University email account
 - Georgia Southern University ID
 - Library privileges
 - Reduced RAC membership—½ price
 - Bookstore discount
 - Retiree health benefits
 - Plaque on wall (Builders of the University Terrace)

Procedure

1. The immediate supervisor of the unit in which the candidate held his/her full-time appointment determines whether a faculty member and/or administrative officer should be recommended for the emeritus/a title and, if so, initiates the Application for Emeritus/a Status. Requests should include a letter of recommendation that

stipulates the individual's qualification for emeritus/a status based upon the nomination criteria identified above.

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

2. The completed application is submitted to the next higher level for review and endorsement, culminating with the Provost and Vice President for Academic Affairs' review and endorsement, and the President's final decision.
3. If the application is approved by the President, the retiring faculty member and/or administrative officer is sent a letter from the Provost's Office, on behalf of the President, awarding the title of emeritus/a.
4. Upon receipt of a copy of this letter, department chairs or unit heads complete the Emeriti Designation Packet, which consists of the Emeritus/a Designation Form, a brief bio on the emeritus/a candidate, the candidate's curriculum vitae, and a completed Personnel Action Form officially awarding the title of emeritus/a. Emeriti Designation Packets are due to the Provost's Office no later than March 1st (for spring applications) and October 1st (for summer/fall applications).

Georgia Southern University
Application for Emeritus/a Status

Name _____ of _____ Candidate

Candidate's _____ Home _____ Address _____

Department _____ Current Rank or Title _____

Date of Retirement _____ Years of Service at Retirement _____

Date Emeritus/a Appointment Is to Be Effective: Upon President's Approval & Faculty/Administrator Departure.

Requisites:

- 1. A letter of support from the Administrative Unit Head (Vice President, Dean, Department Head, Chair, etc.) in which the candidate held his/her full-time appointment.
- 2. Letter from the Department of Human Resources certifying length of service (check appropriate box below):
 - a. Completed a minimum of ten (10) years at Georgia Southern University.
 - b. Completed less than 10 years at Georgia Southern University but forced into early retirement for health reasons* provided retirement at the normal retirement age would have fulfilled the 10-year requirement.
 - c. Completed less than 10 years at Georgia Southern University, but in the opinion of the recommending department, the candidate will be actively interested in the university during retirement.
- 3. A current vita for the candidate's time of service, especially time served at Georgia Southern University.
- 4. Approval by the Dean of the College of the department requesting Emeritus/a status for a faculty member, or approval from the Vice President of the respective division if it is an Administrative Officer candidate.
- 5. Approval by the Provost. The Provost submits own recommendation to the President.

Signature of Individual Submitting Materials

Date

***If the candidate is retiring early and is granted Emeritus/a Status, he/she will relinquish Emeritus Status if he/she resumes full-time employment at Georgia Southern University or any other institution.**

Summary of Recommendations

Recommended action by:

	Yes	No	Signature and Title	Date
Chair/Department Head/ Administrative Unit Head				
Dean (if applicable)				
Vice President/Provost				
President				