

# Shawnee State University

POLICY TITLE:	EMERITUS FACULTY
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REPOSIBLE OFFICER(S):	VPAA
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

To recognize selected retiring Shawnee State University faculty for outstanding contributions to the teaching, scholarship, and service missions of the University.

## 2.0 PROCEDURE

- 2.1 Upon retirement, every full-service Professor shall be considered by the President for designation as Emeritus Professor. If the President has not conferred the title of Emeritus Professor upon an eligible retired Professor within 120 days of the individual's retirement, then eligible individuals may be considered for designation of Emeritus Professor through the process described in section 5.0.
- 2.2 Upon retirement, a full-service Associate Professor may be designated as Emeritus Associate Professor for outstanding contributions as determined through a nomination process described in section 5.0.
- 2.3 The designation of emeritus faculty status shall be conferred by the President and reported to the Board of Trustees.

## 3.0 CRITERIA FOR EMERITUS STATUS

Retired individuals meeting the following criteria may be recommended and considered for emeritus status:

- 3.1 At least ten years of full-time employment as a faculty member with Shawnee State University and holding the rank upon retirement of Professor or Associate Professor;
- 3.2 Evidence of outstanding contributions to the teaching, scholarship, and service missions of the University beyond normal performance expectations.

## 4.0 PRIVILEGES AND RESPONSIBILITIES OF EMERITUS STATUS

- 4.1 Individuals with emeritus status do not receive compensation; however, they are eligible for special assignments by the University for appropriate compensation and/or reimbursement for expenses at the discretion of the President and in accordance with the policies of Shawnee State University. Specifically, the President may grant individuals with emeritus status the following privileges:
  - 4.1.1 Use of University facilities, equipment, and services on an "as available" basis;
  - 4.1.2 Access to University activities on a basis comparable to faculty and administrators;
  - 4.1.3 Recognition of emeritus status in appropriate University publications;
  - 4.1.4 Use of University identification with emeritus status in communications with official groups/organizations; and
  - 4.1.5 Opportunities to be designated as a University representative to specified functions and/or groups/organizations.
- 4.2 Individuals with emeritus status are responsible to Shawnee State University to:
  - 4.2.1 Support the mission and purposes of Shawnee State University;
  - 4.2.2 Maintain professional standards which reflect positively on Shawnee State University; and
  - 4.2.3 Be willing to assist in the development of Shawnee State University within the scope of individual capabilities.

## 5.0 NOMINATION AND SELECTION PROCESS

Retired faculty holding the rank of Associate Professor and retired faculty holding the rank of Professor who have not had emeritus status conferred within 120 days of retirement per section 2.1 may be considered for emeritus status utilizing the following process.

- 5.1 Any member of the retiree's department at the time of retirement may submit a written recommendation for designation of the retiree as emeritus to the Department Chairperson. The request should clearly describe the outstanding contributions of the retiree to the University's teaching, scholarship and service mission beyond normal performance expectations.
- 5.2 The Department Chairperson shall bring the recommendation before the

department for a vote. If a majority of full-service faculty support the recommendation, the Chair shall forward the recommendation to the appropriate Dean for consideration. If the Dean supports the recommendation, he/she shall forward the recommendation to the Provost for consideration. If the Provost supports the recommendation, he/she shall forward the recommendation to the President for consideration. At each stage of review, additional information may be sought to clarify the recommendation. Each reviewer who supports the recommendation may add additional comments. Any reviewer who does not support the recommendation shall return the recommendation to the originating recommender with reasons for non-support and the review process will end. New recommendations may be submitted on behalf of faculty whose recommendations have been previously rejected.

- 5.3 The designation of emeritus status shall be given by the President who may seek additional information in the process of determining whether to award emeritus faculty status. If the President does not award emeritus status, he/she shall return the recommendation to the originating recommender with reasons for non-support and the review process will end. The President shall report the designation of emeritus status to the Board of Trustees.

#### History

Effective: 09/09/11

Revised: 06/08/18