Emeritus Title

Policy: Board of Regents Policy Manual 2.11 <https://www.usg.edu/policymanual/section2/C2680>

USG Academic & Student Affairs Handbook 4.5.4 <https://www.usg.edu/academic_affairs_handbook/section4/C687/#p4-5-4_guidelines_for_awarding_of_emeritus_emerita_status>

Emeritus/Emerita status is a title conferred by the university president, at their discretion, on a retired administrative officer or retired faculty member for honorable and distinguished service to Georgia College & State University and must be conferred in compliance with Board of Regents policy (8.3.13).

* For teaching faculty members with the rank of professor or associate professor, the "emeritus" designation is appended to the rank held at the time of retirement, e.g., professor emeritus.
* For administrators, the emeritus designation is appended only to the most senior administrative title held at Georgia College & State University, which may be held at or prior to the time of retirement, e.g., dean emeritus. The emeritus designation is not awarded for administrative titles held on an "acting" or “interim” basis.
* The university president may confer the emeritus/emerita status on faculty members of other ranks upon the recommendation of the dean of the college in which the faculty member was employed.
* Emeritus/Emerita status is not guaranteed and is not accorded to part-time members of the faculty or administration or to members of the faculty or administration who have been terminated for cause.

The president's decision will be based, in part, upon the recommendation of the unit in which the employee has served. In considering persons from Georgia College & State University for the "emeritus/emerita" title, the president shall, in addition to the Board of Regents criteria which state ten or more years of honorable service, base the recommendation upon:

1. Meritorious service to Georgia College & State University
2. Notable career performance at Georgia College & State University
3. Nomination and recommendation by the department faculty, department chair, dean, and the provost and vice president for Academic Affairs

**Procedures:**  
The employee seeking the "emeritus/emerita" title shall submit the “Recommendation for Award of Emeritus/Emerita Status” form (hereafter referred to as form) to their chair/director within a timeframe of one year before the official retirement date through one year after the official retirement date. Another employee in the same unit, with the nominee’s consent, may nominate an employee for emeritus/emerita status.

The form must be accompanied by a one-page description summarizing the faculty member’s accomplishments at GCSU, written by the candidate’s chair/director, and a current vita.

The department chair will appoint a committee of three departmental tenured professors, who, upon reviewing the various committee evaluations of the candidate composed on the occasion of their promotional and tenure opportunities, and taking into account any comments submitted by other departmental faculty to the committee at that time, will submit the appropriate form to the departmental chair either recommending, or not recommending the candidate’s application for Emeritus or Emerita status. The memorandum may or may not include a supporting narrative for the committee’s position. This is not an action that can be appealed by the candidate. If only two tenured professors are available in the department, the departmental chair may appoint a tenured professor from a related field.

After reviewing all materials submitted, by checking the appropriate box on the form, the chair/director shall indicate their recommendation (either positive or negative).  The chair/director has fifteen (15) calendar days from the application date to forward the form, the summary of the employee’s accomplishments, and vita to the dean.

After reviewing all materials submitted, by checking the appropriate box on the form, the dean shall indicate their recommendation (either positive or negative). The dean has fifteen (15) calendar days to forward the form, the employee's summary of accomplishments, and vita to the appropriate vice president.

The vice president has fifteen (15) calendar days to forward all recommendation materials to the president for final action.

The decision of the president shall be conveyed to the candidate no later than two months after the initial request date.

Upon approval of emeritus/emerita status, the faculty member/administrator shall be entitled to the following, provided the university has adequate resources:

* Emeritus/Emerita photo identification card
* Full library privileges, using emeritus/emerita I.D. card, including borrowing rights and interlibrary loan privileges
* Option to purchase an employee parking permit if not currently employed by GCSU
* Admission to campus events – the same as an active employee – with emeritus/emerita I.D. card
* Invitation to march in academic procession at commencement or other occasions
* Invitation to attend academic year opening university faculty meetings
* Inclusion in faculty/staff lists on the college/department/unit website for living emeritus/emerita faculty and administrators
* Use of their GCSU e-mail addresses
* Eligibility to serve as a consultant to various standing and ad hoc committees of the university, college and/or department when called upon by a committee chair, with advanced approval from the respective department chair, supervisor and/or dean and appropriate vice president
* Serve as a dissertation/thesis committee member with approval from the respective department chair and dean and subject to procedures for rehiring retired employees
* Campus mail services related to their continued professional endeavors
* Emeritus/Emerita business cards, with approval from the chair of their home department  
    
  The Emeritus Application form may be found at MyGCSU --> Academic Affairs --> [Other Forms](https://mygc.gcsu.edu/academic-affairs/academic-affairs-other-forms)

**Approval Date:**

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