

**Policy Title:** Policy Emeritus/ Emerita Status

**Policy Statement:**

Emeritus/Emerita status is a title conferred by the university president, at her/his 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/emmerita 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/emmerita" title, the president shall, in addition to the Board of Regents criteria, 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

**Definitions:** No definitions are needed.

**Keywords:** Emeritus; Emerita; Retirement

**Reason for the Policy:**

This policy is to replace the following statement from the GCSU Policies, Procedures, and Practices Manual:

<http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Faculty-Appointments-Qualifications-for/Emeritus-Title>

**Proposed Outcome:**

This policy aims to promote a consistent approach to the awarding of Emeritus/Emerita status.

**Applicability of the Policy:**

This policy will apply to teaching faculty and upper level administrators as defined in the policy.

**Related Policies:**

Board of Regents Policy 8.3.13

**Procedures:**

The employee seeking the "emeritus/emmerita" title shall submit the *"Recommendation for Award of Emeritus/Emerita Status"* form to his or her chair/director within a timeframe of thirty (30) days prior to the official retirement date through thirty (30) days into the start of the following semester. Another employee in the same unit, with the nominee's consent, may nominate an employee for emeritus/emmerita status.

**A. Process for faculty and academic administrators requesting Emeritus/Emerita Status:**

1. The *"Recommendation for Award of Emeritus/Emerita Status"* form must be accompanied by a one-page description summarizing the faculty member's accomplishments at Georgia College, written by the candidate's chair/director, and a current vita.
2. After reviewing all materials submitted, by checking the appropriate box on the *"Recommendation for Award of Emeritus/Emerita Status"* form, the chair/director shall indicate his or her recommendation (either positive or negative). The chair/director has fifteen (15) calendar days to forward the form, the summary of the employee's accomplishments, and vita to the dean.
3. After reviewing all materials submitted, by checking the appropriate box on the *"Recommendation for Award of Emeritus/Emerita Status"* form, the dean shall indicate his or her 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.

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

5. 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 Georgia College
- 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 Georgia College 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

### **Implementation of Emeritus/Emerita Policy**

Individuals retiring from Georgia College prior to implementation of this policy who were not awarded emeritus/emerita status at the time of retirement may

submit a written request for emeritus/emerita status to their respective vice president. All requests will be reviewed and a decision regarding emeritus/emerita status will be made no later than 30 days from the submission date of the materials.

Grandfather clause: All individuals previously receiving emeritus/emerita status will retain all rights and privileges awarded as long as resources are available. In the future, individuals receiving Emeritus/Emerita status will receive rights and privileges outlined in this document.

**Forms:**

Recommendation for Award of Emeritus/Emerita Status – to be developed

**Contacts:**

Chair of the Faculty Affairs Policy Committee of University Senate

**Approval Date:**

Recommended by FAPC on February 2, 2018

**Appendices:**

None