

TITLE: Procedures for Conferring Emeritus Rank on Retiring Faculty

ORIGINATOR: Faculty Senate

APPROVAL DATE: February 4, 2022

EFFECTIVE DATE: February 4, 2022

PURPOSE: To establish guidelines for the awarding of emeritus status to retiring faculty

REVIEWER AND Vice President for Academic Affairs

REVIEW DATE: Spring 2028 and every 5 years thereafter

OPERATING DETAILS:

1. Emeritus status may be conferred upon any retiring faculty member who has ten years of continuous service at MUW.
2. Emeritus status may be recommended at the discretion of the President for those faculty members who have rendered meritorious service during their time at the institution but may not have met the 10-year continuous service requirement.
3. Emeritus status should be conferred on only those persons who have met the criteria and who have further distinguished themselves in one or more of the following areas:
 - a. Outstanding teaching and/or administration
 - b. University involvement
 - c. Professional activity
 - d. Civic involvement
4. Emeritus members will be awarded the following privileges:
 - a. Persons attaining emeritus rank shall have their names included in the faculty directory and in all other lists of the faculty/staff.
 - b. The emeritus member shall have an email account.
 - c. The emeritus member shall be eligible to receive a free parking decal.
 - d. The emeritus member shall have full library privileges.
 - e. The emeritus member shall receive all faculty/staff privileges and discounts for campus activities and events.
 - f. The emeritus member shall be eligible for office space and laboratory space when available. University will not be responsible for providing staff, services, phones, supplies or equipment.

5. The following procedures will be used in awarding emeritus rank:
 - a. Emeritus status may be initiated by either the faculty member indicating their interest to or on the basis of nomination by their Department Chair, Dean, Chief Academic Officer, or the Faculty Senate President. The notified party, if supportive of emeritus status, will write a nominating letter that will be submitted to the CAO. The nomination letter needs to be submitted to the CAO four weeks prior to the graduation ceremony.
 - b. Emeritus status will be awarded by the chief academic officer upon the approval of the President.
 - c. The President of the Faculty Senate and the chief academic officer will be responsible for the identification and recognition of previously retired persons who meet the qualifications.
 - d. Emeritus ranks will be conferred at the first appropriate graduation ceremony.