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EAST TENNESSEE STATE  
UNIVERSITY

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## **Faculty Emeritus/Emerita Policy**

# **Policy Name: Faculty Emeritus/Emerita Policy**

## **Policy Purpose**

This policy specifies the criteria for awarding emeritus status to a faculty member, chair, or dean at East Tennessee State University.

## **Applicability**

This policy is applicable to ETSU faculty, chairs, and deans.

## **Responsible Official, Office, and Interpretation**

The Office of the President is responsible for the review and revision of this policy. For questions about this policy, please contact the Office of the Provost. The President in conjunction with the Office of University Counsel has the final authority to interpret this policy.

## **Defined Terms**

***A defined term has a specific meaning within the context of this policy.***

### Academic Faculty

Full-time academic personnel whose regular assignments include instruction, research, and/or public service as a principal activity, including tenure-track, tenured, non-tenure track, clinical track, research track, professor of practice, lecturers, and instructors.

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## Policy

East Tennessee State University may honor a full-time Academic Faculty, chair, or dean upon retirement from the university, with the title of emeritus/emmerita/emmerit. The word emeritus/emmerita/emmerit will follow their title and rank (e.g., lecturer emeritus, assistant professor emerita, professor and chair emerit).

### 1. Criteria for Consideration.

An individual may hold one emeriti status (i.e., faculty and chair; faculty, chair, and dean). The Academic Faculty member must apply for emeritus status within twelve (12) months of submitting an official retirement notification. To be eligible, an official retirement notification must be received by the Office of Human Resources. An applicant with fewer than the specified years of service to the university may be awarded emeritus status if the applicant, in the opinion of the department or unit where the applicant worked at the time of the official retirement notification, the dean, and Provost, has demonstrated honorable and distinguished teaching, research, service, or administration while at the university.

#### 1.1. Faculty Member Emeritus Status.

Full-time Academic Faculty holding faculty rank, are eligible for consideration for faculty emeritus status. Faculty must have served the university as full-time Academic Faculty for at least ten (10) years. All full-time Academic Faculty in the department or unit where the faculty worked at the time of the official retirement notification vote on recommending a Academic Faculty member for emeritus status. The decision to award faculty emeritus status is based on the recommendation to the President by the department, chair, dean, and Provost. The President has the final approval.

#### 1.2. Chair Emeritus Status.

An applicant awarded chair emeritus status must have served as a chair in the institution for a minimum of seven (7) years of continuous chair service. An applicant does not have to be serving as chair when they make the application for chair emeritus status if they meet all other requirements. After a review of the application packet, all full-time faculty in the department or unit where the applicant worked at the time of the official retirement notification vote on recommending chair emeritus status. The decision to award chair emeritus status is based on the recommendation from the department where the individual served as chair, the dean of the college where the individual served as chair, and the Provost. The President has the final approval.

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## **1.3. Dean Emeritus Status.**

An applicant awarded dean emeritus status must have served as a dean in the institution for a minimum of seven (7) years of continuous dean service. An applicant does not have to be serving as dean when they make the application for dean emeritus status if they meet all other requirements. The decision to award dean emeritus status is based on the recommendation to the President by the Provost. The President has the final approval.

## **2. Application, Selection, and Effective Date.**

The application packet must include: (1) Emeritus Request Form; (2) up-to-date curriculum vitae; and (3) other supporting documentation, provided at the discretion of the applicant or requested on behalf of the department or college.

Public recognition of those receiving emeritus status during the previous fiscal year will occur annually. If an individual is awarded Emeritus status, and the individual submitted their application packet by June 1, their public recognition will occur during faculty convocation. Those who submit their application packets after June 1 will receive public recognition during faculty convocation the following year. The emeritus status will become effective July 1 of each year.

The decision by the President to bestow an emeritus title on a full-time faculty, chair, or dean is final.

Upon the recommendation of the President, the title (e.g., Faculty Emeritus/ Emerita/ Emerit) will follow the faculty member's name.

## **3. Benefits and Privileges that Accompany Emeritus Status.**

Emeritus faculty, chair, or dean may be granted the following benefits and privileges to the extent available:

- 3.1.** An ETSU photo identification card;
- 3.2.** certificate with name and emeritus status;
- 3.3.** physical recreation center access; library facilities; electronic systems use as appropriate;
- 3.4.** if available, the ability to purchase a parking permit at the faculty/staff; rate
- 3.5.** if available, tickets for athletic and other cultural events at a faculty rate;
- 3.6.** faculty email access;

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- 3.7. invitations to participate on various departmental committees;
- 3.8. name included in listing of emeritus faculty, chair, or dean; and
- 3.9. other privileges which may be granted from time to time and subject to removal if subsequent financial burdens occur.

In the discretion of the department, if space is available, office space, which may be shared, may be granted. The privilege of office space may be revoked at any time subject to the needs of the university.

### **4. Exceptions to Emeritus Status.**

Emeritus faculty, chair, or dean shall not have the right to:

- 4.1. Vote on policies and/or procedures, including tenure and/or promotion, unless invited and approved by the department or college as it relates to their policies;
- 4.2. Access to a computer or laptop, unless access is negotiated prior to filing for emeritus status and providing services to the university that require access and approved by the Provost or designee; and
- 4.3. Bind the university to any commitment or obligation, contractual or otherwise.

### **5. Revoking Emeritus Status.**

Emeritus status may be revoked by the President if the emeritus faculty, chair, or dean engages in any of the following:

- 5.1. Dishonesty in any teaching, research, service, or administration;
- 5.2. Conviction of any felony or any crime involving moral turpitude; or
- 5.3. Behavior that conflicts with the intent and spirit of the designation, is disruptive to the mission of the institution, or causes harm to the university's reputation.

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## Procedures

### 1. Application.

- 1.1. The faculty, chair, or dean submits a written notice of retirement to the Office of Human Resources (HR).
- 1.2. HR determines if the retiring faculty, chair, or dean is eligible for emeritus consideration.
- 1.3. HR notifies the Office of the Provost. The Office of the Provost is responsible for informing the individual of their eligibility for emeritus consideration.
- 1.4. The Office of the Provost provides the faculty, chair, or dean with an electronic copy of the Emeritus policy and the application packet to request emeritus status and informs them of deadlines for completing the application packet to receive public recognition.
- 1.5. The retiring faculty, chair, or dean completes and submits the Request for Emeritus Status form, including their CV, and other supporting documentation requested by the department or unit, to the Office of the Provost.
- 1.6. The Office of the Provost submits the completed application packet to the department or unit for recommendation.

### 2. Recommendation and Communication Process.

#### 2.1. Faculty Emeritus.

- 2.1.1. Within one month of receiving the application packet for emeritus status, the department chair convenes the department's faculty to review the application packet.
- 2.1.2. After the review and vote, the department chair completes the recommendation section.
- 2.1.3. The department chair forwards the department and the department chair recommendation, along with the vote, to the dean.
- 2.1.4. The dean forwards their recommendation to the Provost.
- 2.1.5. The Provost forwards their recommendation to the President.
- 2.1.6. The President forwards their decision to the Office of the Provost.
- 2.1.7. The Office of the Provost communicates the decision to the individual seeking Faculty Emeritus status, and the department chair, dean, and HR.

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## **2.2. Chair Emeritus.**

- 2.2.1.** Within one month of receiving the application packet, the department chair convenes the department's faculty to review the application packet. If the applicant is the department chair, the college dean may convene the department faculty.
- 2.2.2.** After the review and vote, the department chair, or dean, completes the recommendation section.
- 2.2.3.** The department chair, or dean, forwards the department and the department chair recommendation to the dean.
- 2.2.4.** The dean forwards their recommendation to the Provost.
- 2.2.5.** The Provost forwards their recommendation to the President.
- 2.2.6.** The President forwards their decision to the Office of the Provost.
- 2.2.7.** The Office of the Provost communicates the decision to the individual seeking Chair Emeritus status, and the department chair, dean, and HR.

## **2.3. Dean Emeritus.**

- 2.3.1.** Within one month of receiving the application packet for dean emeritus status, the Provost forwards their recommendation to the President.
- 2.3.2.** The President forwards their decision to the Office of the Provost.
- 2.3.3.** The Office of the Provost communicates the recommendation to the individual seeking Dean Emeritus status, and the dean and HR.

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### **Applicable Forms and Websites**

[Emeritus Request](#)

### **Authority and Revisions**

**Authority:** TCA § 49-8-203

**Previous Policy: Faculty Emeritus**

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.