

# AP 4: Emeritus/Emerita/Emerit Status for Academic Faculty

## 4.1 Purpose

Emeritus/emmerita/emmerit status is granted to academic faculty to honor exemplary contributions and service to NS and to encourage continued association with the University.

## 4.2 Eligibility

Academic faculty must be employed full time by NS, normally for a period of least 10 consecutive years, immediately before beginning retirement (including phased-in retirement). Faculty employed for fewer than 10 years may be nominated in exceptional circumstances.

## 4.3 Benefits and Limitations

Emeritus/emmerita/emmerit faculty have lifetime academic faculty status at NS.

### 4.3.1 Benefits and Privileges

Emeritus/emmerita/emmerit faculty retain the following benefits and privileges:

1. Grant-in-aid (including for eligible relatives).
2. NS email account.
3. Faculty discounts on campus events.
4. Faculty library privileges.
5. Faculty ID card.
6. One box of complimentary NS business cards.
7. Inclusion in the NS online directory, if desired.
8. Inclusion on email lists for invitations to certain departmental, unit, and/or campus events and lecture series.
9. Use of NS-branded stationery to conduct institutional service.
10. Use of office space and/or equipment for research or creative works activities, if available and approved by the Executive Team, provided doing so does not interfere with the University's ability to serve students and provide adequate facilities for other faculty.
11. Ability to publish research and/or creative works as an affiliate of NS.
12. Ability to teach, at the invitation of the dean, at the summer rate for their rank.
13. Inclusion in the catalog list of academic faculty.
14. Inclusion in faculty seating at commencement, pinning ceremonies, and other official student recognitions.

15. New emeritus/emerita/emerit faculty are recognized at a faculty and staff awards event.

## 4.3.2 Limits and Exclusions

Emeritus/emerita/emerit faculty are non-voting members of their academic units and cannot attend unit meetings unless specifically invited by the unit supervisor. They cannot serve on Academic Faculty Senate.

University presidents are not covered by this policy; they are covered in the NSHE Handbook Title 4, Chapter 3, Section 32.

## 4.4 Nomination and Review

A nomination may be submitted at any time during the final academic year of employment or up to one calendar year from the effective date of retirement from NS.

### 4.4.1 Nomination Materials

Academic faculty must be nominated by their dean (or, for deans, by the Provost). The nomination letter should recommend emeritus/emerita/emerit status for the individual, summarize their achievements (including years of service to NS), and state the preferred title (emeritus, emerita, or emerit) and proposed effective date. The letter should include the nominee's current CV.

### 4.4.2 Review Process

1. *Academic Faculty Senate endorsement:* The Academic Faculty Senate Executive Committee (FSEC) and the appropriate standing Senate committee votes on whether to endorse the nomination. FSEC writes a brief letter with the result of the votes and whether Senate endorses conveying emeritus/emerita/emerit status. FSEC forwards the letter and nomination materials to the President.
2. *Presidential review:* The President reviews the nomination materials and Senate letter, makes a final decision, and informs the candidate in writing. The President will notify the Academic Faculty Senate at least 5 days before approving a request.

## 4.5 Revocation of Status

Emeritus/emerita/emerit status may be revoked if the employee may have an adverse impact on NS or bring discredit, disrepute, or potential legal liability upon the University. Should such circumstances occur, the Office of the President will submit a letter of intent to revoke emeritus/emerita/emerit status to the FSEC. The letter will explain the

rationale for revocation. FSEC votes on whether to endorse the intent to revoke and writes a brief letter with the result of the vote and any concerns or general statements on the case. The President reviews the FSEC letter, makes a final decision, and informs the faculty member and the FSEC. The President's decision is binding and is not eligible for appeal.

## 4.6 Related Information and History

- NSHE Handbook Title 4, Chapter 3, Section 39 (Emeritus Status)
- NSHE Handbook Title 4, Chapter 3, Section 11 (Grant-in-Aid Benefit)
- NSHE Handbook Title 4, Chapter 3, Section 32 (Regents Professor and Emeritus Status)

### 4.6.1 Revision History

- Approved by Dr. David Cooper on 2/4/2025; Dr. Sarah Frey on 2/10/2025; and Dr. DeRionne Pollard on 6/09/2025.