

**TITLE:** Procedures for Conferring Emeritus Rank on Retiring Faculty

**ORIGINATOR:** Faculty Senate

**APPROVAL DATE:** May 3, 2019

**EFFECTIVE DATE:** May 3, 2019

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

**REVIEWER AND REVIEW DATE:** Vice President for Academic Affairs  
Spring 2023 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 immediately prior to retirement at age 60 or above or 20 years of continuous service at MUW immediately prior to retirement at an age less than 60.
2. Emeritus status may be recommended at the discretion of the President for those faculty members who have rendered meritorious service but because of specific health reasons have retired early and may not have met one of the above qualifications.
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 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. Awarding of emeritus rank may be initiated by any Dean, the Faculty Senate, or the chief academic officer.
  - 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.