

## **Emeritus/a Status**

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- A. Definition of Emeritus Status:
- a. The designation of emeritus status is a special honor in recognition of a record of distinguished service to Vincennes University. Emeritus/a title designates an honorary status awarded to retired faculty who have consistently exemplified the mission, vision, and values of Vincennes University through exemplary teaching or distinguished service to students, the University, and the local and/or larger academic community.
- B. Eligibility
- Faculty who meet the following criteria are eligible for consideration for emeritus/a status:
- a. Minimum of 10 years of full-time continuous service as faculty at Vincennes University
  - b. Significant contributions to the quality of instruction, growth of the department, program or college and to the university and wider community.
  - c. Exemplified values of collaboration, cooperation, self-improvement, and good citizenship with respecting cultural enrichment, diversity, and individual freedom for all members of the University community.
  - d. Professional rank of assistant, associate or full professor at the time of retirement.
  - e. Retired faculty prior to fall 2023 will automatically be granted emeritus/a status.
- C. Procedures
- a. Nomination Process
    - i. The University President, college deans, or colleagues of the university may nominate a retiree for emeritus status by submitting a nomination form and letter of nomination to the dean of the college. The nomination form and the letter of nomination must be submitted within one year of the nominee's retirement. The documents must be submitted to the college dean by the first Friday in October.
    - ii. The nomination letter should provide evidence that the nominee meets the requirements for emeritus status.
    - iii. A nominee will accept the nomination by submitting an updated curriculum vitae to the dean of the college in which they retired by the third Friday in October.
  - b. Approval Process
    - i. During the first semester of the academic year, the nomination forms, nomination letters and updated curricula vitae for emeritus status should be submitted to the dean of the college for review/recommendations.
    - ii. The dean will then forward nominations to the faculty senate for further review and recommendations before the November Faculty Senate meeting.
    - iii. Faculty Senate President submits Emeritus status material with recommendation to Provost (after December meeting).

- iv. Provost forwards Emeritus recommendation to the University President who reviews and makes recommendation to the VU Board of Trustees.
- v. Under special circumstances (less than 10 years of continuous service as faculty at Vincennes University, posthumous, etc.), the process for retirees nominated for emeritus rank may be moved forward to the Board of Trustees for review and approval at the discretion of the University President.
- vi. The final approval for emeritus status will be granted by the Board of Trustees.

c. Appeal Process

- i. If a nominee denied, the college dean will inform the nominee who may respond in writing within thirty days.
- ii. The nominee may appeal a denial of emeritus status decision to the next higher level.
  - a. The faculty member shall provide the faculty senate, Provost, or the University President a written explanation of the basis of the appeal.
  - b. The next level representative shall approve or reject the appeal and provide a written response to the College Dean and faculty member in a timely manner. At each level, the faculty senate, Provost, or University President, as the case may be, may, but is not required to, appoint an advisory committee to assist in evaluating an appeal.
  - c. If the appeal is approved, the nomination form and application materials shall be sent to the next level to be considered for emeritus status. The appeal response shall be included with the application materials.
  - d. If the appeal is denied, the faculty member's emeritus status application process does not continue.
- iii. The final decision to move the nomination forward to the Board of Trustees is made by the University President.

D. Privileges Conferred with Status:

Additional privileges granted to emeritus faculty members:

- a. Emeritus faculty members will be listed as emeritus faculty members of their academic departments in the University directory.
- b. At the discretion of the department chair, college dean, and Provost, emeritus faculty may attend and participate in department, college, and University faculty meetings, without the right to vote.
- c. Emeritus faculty members may also participate in all ceremonial functions of the university and may march in a position of honor in academic processions.
- d. Emeritus faculty members may also have the opportunity to serve as a representative on the faculty senate as a non-voting member.

- e. Emeritus faculty members are allowed the use of appropriate college letterhead with emeritus/a status for letters of recommendation or other academic purposes (e.g., publications).
- E. Revocation of Emeritus Status
- a. Emeritus status may be revoked at any time for good cause (e.g., engaging in behavior/acts in conflict with University values.). The final decision to revoke emeritus status will be made by the University President.