

Emeritus Faculty Appointments Policy

Purpose and Scope

This policy establishes the criteria, privileges, and procedures for granting emeritus/emerita status to retired faculty members who have demonstrated

Eligibility Criteria

Administrative Officers and Tenured & Non-Tenured Faculty

Tenured and non-tenured faculty members who have achieved the rank of Professor or Associate Professor are eligible for emeritus/emerita status upon retirement. The institution requires a minimum of 10 years of service as a faculty member and demonstrated commitment to the institution's mission and values. Exceptions to the length of service requirement may be granted by the appropriate Executive Vice President.

Candidates must present evidence of noteworthy academic contributions throughout their career. Such contributions may be demonstrated through research and scholarship that has achieved national or international recognition, exceptional teaching performance recognized through departmental or institutional awards, or significant service contributions that have advanced the institution's mission and been acknowledged by peers.

Administrative officers who have served the university for at least 10 years in a faculty rank are eligible for emeritus/emerita consideration upon retirement. The institution recognizes the unique contributions of its senior leadership through this policy. Also, the Board of Visitors retains the discretion to award the title of "president emeritus/emerita" to a former president upon their retirement or departure, acknowledging their distinctive role in shaping the institution's trajectory.

The institution recognizes that exceptional circumstances may warrant posthumous emeritus/emerita recognition, which may be initiated by departmental leadership to honor significant contributions of deceased faculty members.

Rank and Title

The emeritus/emerita designation will reflect a faculty member's academic rank at retirement. Professors will receive the title Professor Emeritus/Emerita, while Associate Professors will be

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Commented [A4]: Deans Policy Review Complete
Completed AALT Review
Ready for Faculty Senate Review

We reviewed this policy before but now we have a version that has been merged with an EVMS policy.

Note: we made a number of clarifying and organizational changes which can be seen by looking at the resolved comments.

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designated as Associate Professor Emeritus/Emerita. This continuation of academic rank reflects the institution's commitment to recognizing the faculty member's career achievements and ongoing relationship with the academic community.

Privileges

All privileges, except for academic recognition, are subject to institutional policies and availability of resources. Department chairs and institutional leadership (Deans, Provost, or appropriate EVP) maintain discretion in the implementation of these privileges based on institutional needs and capacity.

Emeritus/emmerita status carries the following lifetime privileges:

1. Academic Recognition
 - o Addition of Emeritus/Emerita to faculty rank
 - o Lifetime listing in applicable catalogues, directories, and department websites
 - o Participation in academic ceremonies and processions, including commencement
2. Resource Access
 - o Library privileges (in-person and online)
 - o Email account and technical support (subject to activity review every 5 years)
 - o Parking privileges within the Medical Center/University facilities may be paid for by the department at the department's discretion
 - o Use of office/lab space and equipment (based on availability and Department Chair approval)
3. Academic Engagement – with approval of Department Chair and the college/school Dean
 - o Authorization to serve on thesis and dissertation committees
 - o Ability to advise students and residents
 - o Opportunity to teach classes and participate in sponsored research
 - o Authorship rights using institutional affiliation
 - o Attendance at departmental meetings
 - o Eligibility to serve as full or ad-hoc member on institutional committees
4. Professional Services
 - o Eligibility for up to 8 hours/week of paid administrative or educational consultation
 - o Use of department main phone number (with department chair permission)

Application and Approval Process

Faculty members initiate the process by notifying the chair after they have confirmed their decision to retire. The application package must include a formal letter from the Department

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Commented [A19]: This causes confusion. We field calls from faculty who say they want parking pass or availability. What does may be provided by the department mean? Has this been discussed with the parking office? I think this needs clarity.

Commented [A20R19]: might be paid or subsidized by the department.

Commented [A21R19]: fixed

Commented [A22]: Only co-authorship and not authorship?

Commented [A23R22]: good question

Commented [A24R22]: we agree

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Deleted: process by submitting their applicationnotifying their chair

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Chair requesting emeriti status and documenting academic contributions as well as a current curriculum vitae

The department chair must seek input from departmental faculty where appropriate. The department chair's recommendation must be sent to the University Emeriti Review Committee.

The Emeriti Review Committee then conducts its evaluation followed by administrative review. The University Emeriti Review Committee shall comprise primarily faculty, including at least one emeritus/emera faculty member, Librarian, A/P faculty member, and Faculty Senate representative. Members are selected for a three-year term.

After review by the University Emeriti Review Committee, the review and approval process progresses through multiple levels of institutional leadership, including the Dean, appropriate Executive Vice President, President, and the Board of Visitors. This thorough review ensures that emeritus/emera status maintains its significance as a mark of distinguished service.

Reconsideration

Faculty members whose initial applications for emeritus/emera status are not approved receive detailed feedback regarding the reasons for denial. The institution provides one opportunity for reconsideration through a new application, which must be submitted by December 1st of the year in which the initial application was denied. The reconsideration decision will be made by the Provost or ident This process ensures fair consideration while maintaining the rigor of the emeritus/emera

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Commented [A29]: The first paragraph seems to indicate that the faculty member is responsible for submitting the application package. Second paragraph indicates that the chair submits the package. Clarify responsibility.

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Page 1: [1] Commented [A8]

Author

These ranks will have to change when the new rank criteria is released. What is the underlying intent so we can convey that? Is it that all faculty at the rank of X or Y are eligible? Or can it be that all faculty that are past their probationary period and have been at ODU for 10 years?

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Author

Page 1: [3] Commented [A10]

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If this is kept -- the exception - then should be mentioned above where the 10 years is cited.

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Shouldn't this sentence be located under eligibility?

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Page 3: [10] Commented [A37]

Author

Previously, the Chair would send their endorsement to me, and then I would send my endorsement for consideration by the review committee. Is the order changing? (or maybe we were doing it incorrectly...)

Page 3: [11] Commented [A39R37]

Author

this is changed because of merged policy. Now there will be a review committee before the dean.

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Page 3: [14] Commented [A43]

Author

If the Executive VP is part of the initial review (paragraph above), should they be part of the reconsideration decision?

Page 3: [15] Commented [A44R43]

Author

We discussed this and decided to leave as is. There will be new information submitted and so it is appropriate that the EVP review and decide.

Page 3: [16] Commented [A45]

Author

Are they reconsidered by the same committee? The committee would be making all of these decisions in the spring.

Page 3: [17] Commented [A46R45]

Author

reconsideration by the Provost or designee

Page 3: [18] Commented [A47R45]

Author

Reconsideration goes to Provost or EVP

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