

321.06 Title of Emerita or Emeritus Policy

Purpose

The emerita or emeritus policy delineates the approval process for faculty and/or administrative officers applying for emerita or emeritus status. The title of emerita or emeritus is granted to retired employees for the express purpose of encouraging continued association with Georgia Southern University for the purposes of university service, instruction, and/or scholarly investigation.

Policy

The emerita or emeritus title is an honorary title awarded to full-time faculty and/or administrative officers who, at the time of retirement, had 10 or more years full-time, honorable and distinguished University System of Georgia service and have met one of four conditions stipulated by the Board of Regents for eligibility for retirement (*Board of Regents Policy Manual, § 8.2.8.2*):

1. An employee must have been employed by the USG for the last ten years in a regular, benefited position and have attained age 60;
2. An employee must have at least 25 total years of benefited service established with a State of Georgia sponsored retirement plan, of which the last five years of employment must have been continuous and with the USG. An early pension benefit penalty will apply to an individual who elects to participate in TRS or ERS if he or she decides to retire with between 25 and 30 years of benefited service, prior to attaining age 60;
3. An employee must have at least 30 total years of benefited service established with a State of Georgia sponsored retirement plan, of which the last five years must have been continuous and with the USG; or,
4. An employee must be deemed to be totally and permanently disabled, as documented through the receipt of disability benefits from Social Security or from TRS following ten years of continuous service to the USG in a regular, benefited position.

In accordance with Board of Regents policy, a president of a University System of Georgia institution may, at their discretion, confer the title of emerita or emeritus. The title of president emerita or emeritus can only be conferred by the Board of Regents upon the recommendation of the Chancellor. (*Board of Regents Policy Manual, § 2.11*) A faculty member and/or administrative officer must have met the length of service and minimum age requirements prior to beginning a phased-in retirement to be eligible for emerita or emeritus status.

An application for emerita or emeritus status must be submitted either during the final academic/fiscal year of employment or no later than one year after the date of retirement.

Nomination Criteria

The criteria used in the selection of retired or retiring faculty members and/or administrators for this honor shall include, but not be limited to, professional recognition in one or more of the following areas:

- academic excellence and/or innovation;
- university or college distinguished contributions, recognitions, awards, or honors;
- professional association distinguished contributions, recognitions, awards, or honors;
- community and/or professional service contributions, recognitions, awards, or honors;
- a consistent record of quality performance as demonstrated by one or more of the following:
 - a) a substantive record of achievement commensurate with national and international standards within the specific discipline;
 - b) a recognized record of outstanding teaching, educational, or employment field contributions; and/or
 - c) clear evidence of service to the University beyond normal expectations.

Benefits/Privileges/Recognition

1. Invitation to participate in public ceremonies of the University, including commencement, open houses, and selected university functions.
2. Invitation to certain departmental, college, and university events.
3. Complimentary copies of university publications.

4. Inclusion in the faculty/administrator listing on the university emeriti webpage (<http://jobs.georgiasouthern.edu/about/emeritus/>).
5. Inclusion in the Commencement bulletin immediately following awarding of emerita or emeritus title.
6. Certificate with name and emerita or emeritus rank.
7. Eligibility to enroll and attend classes for free, subject to space availability and approval of the instructor.
8. Upon recommendation of the department chair and approval of the dean and the provost and vice president for academic affairs, eligibility to work on sponsored grants, including serving as principal investigator or co-investigator, subject to the University's Principal Investigator Policy and applicable Human Resources and University System of Georgia policies.
9. Entitlement to use official university stationery and other departmental office privileges for the purposes of university service.
10. Eligibility to serve on doctoral dissertation or project committees, as appropriate.
11. Emerita or emeritus faculty members and administrative officers are entitled to all benefits the University grants to retired faculty and staff members as follows.
 - Free parking
 - Georgia Southern University email account
 - Georgia Southern University ID
 - Library privileges
 - Reduced RAC membership—½ price
 - Bookstore discount
 - Retiree health benefits

Procedure

- The immediate supervisor of the unit in which the candidate held their full-time appointment determines whether a faculty member and/or administrative officer should be recommended for the emerita or emeritus title and, if so, initiates the Application for Emerita or Emeritus Status. Requests include a bio written by the candidate's immediate supervisor, describing the individual's qualifications for emerita or emeritus status based upon the nomination criteria identified above. This bio is published in the University's commencement bulletin announcing the awarding of emerita or emeritus status.

Spring applications for the awarding of emerita or emeritus titles are due in the Provost's Office no later than February 15th. Summer/fall applications for the awarding of emerita or emeritus titles are due in the Provost's Office no later than September 15th.

- The completed application is submitted to the next higher level for review and endorsement, culminating with the president's final decision.
- Following the president's decision, a letter is sent to the retiring faculty member and/or administrative officer from the Provost's Office, on behalf of the president, conveying the final decision.

Approved by President, July 31, 2019.