

Draft Emerit policy June 2023

Faculty Senate Executive Committee

Approved at October 24, 2023 Faculty Senate meeting

Emerit status is an honor granted in recognition of a faculty member's sustained and exemplary service to Western Oregon University, along with other exemplary behavior such as collegiality and professionalism. Emerit status is not automatically granted and is a privilege, not a right. Emerit status may be awarded posthumously.

Criteria

- A record of continuous employment of at least five years at .5 FTE or above prior to retirement. Special exceptions (e.g., retirement or reduced load due to disability or illness) are permitted.
- All WOU employees who hold academic rank (Assistant Professor, Associate Professor, Professor, Non-Tenure Track Assistant Professor, Instructor, and Lecturer) are eligible for emerit status.
- For tenured/tenure track faculty, an overall record of meritorious accomplishment in the areas of teaching or librarianship, scholarship, and service as documented by the applicant's DPRC reviews.
- For non-tenure track faculty, an overall record of meritorious accomplishment in the areas of teaching and other well-defined duties as part of their NTT appointment as documented by the applicant's annual Division Chair reviews.
- An overall record of collegial and professional behavior.

Procedure

Nominations for the division personnel review committee (DPRC) are a multi-step procedure.

First, the DPRC or other faculty members at WOU, including emerit faculty, may recommend an individual for an emerit award. Nominations for awarding the status of emerit professor should be submitted to the DPRC c/o the Division Chair and to their College Dean within three years of retirement. Nominees may decline to be considered for the emerit award. Nomination for emerit faculty status does not guarantee that the status will be granted. Faculty members may self-nominate.

After a nominee has agreed to be considered, they must file a complete application with the DPRC. The DPRC will not act upon nominations until the candidate has filed a complete application. A complete application must include:

- A letter of application (no more than two pages) summarizing the candidate's qualifications for emerit status

and/or

- A letter of recommendation (no more than two pages) from another WOU faculty member (active or retired) documenting the candidate's suitability for emerit status
- An up-to-date CV
- Three of the candidate's most recent annual reports/reviews

The DPRC will review the submitted materials within three months of receipt during the academic year. Applications received during the summer will be handled the following fall term. Divisions will notify the candidate of the outcome – be it positive or negative. The most substantial evaluation of a faculty member during their years of service is done by the DPRC or Division Chair (for NTT faculty) employing CBA and Division-generated evaluative rubrics. Consequently, standard expectations for faculty accomplishment should be assessed employing Division-generated emerit rubrics that align with the expectations of that faculty member during active service. Candidates shall be provided access to the evaluation rubric that will be used for emerit consideration.

Positive DPRC recommendations for applicants are passed on to the Dean for review. If positively reviewed by the Dean, the Dean will forward the file to the Provost. If positively reviewed by the Provost, the file will be forwarded to the President for final approval and notification. Divisions must keep a record of all applications for emerit status faculty, decisions, and rubrics for a period of five years. When the candidate receives emerit status, they will be notified by the President and emerit status will be documented in WOU's Human Resources office. If the nomination is denied at any level, the candidate will be notified by the DPRC chair, the Dean, the Provost, or the President in writing of the decision along with notice that the candidate has the right to appeal one time throughout the entire review process to the University Personnel Review Committee (UPRC).

Applicants whose applications are declined at any point during the process may appeal to the UPRC. If the UPRC concludes that the application should be reconsidered, they will ask the body that made the decision not to award emerit status to reconsider. The DPRC will provide their rationale for this recommendation for reconsideration. If the nomination was denied by the DPRC, the DPRC will be asked to reconsider. If the nomination is denied by the Dean, the Dean will be asked to reconsider. If the Provost denies the nomination, the UPRC will ask the Provost to reconsider. If the President denies the nomination, the UPRC will ask the university president to reconsider.

Emerit nomination process
Nomination for emerit. Candidate is nominated by the DPRC and/or other faculty members at WOU. Nomination materials (submitted electronically) may be submitted to the DPRC c/o the Division Chair and to the Dean at any time within three years of retirement. The candidate may self-nominate.
DPRC decides whether to consider a full application. After a candidate is nominated for emerit status, the DPRC decides whether to request a full application from the candidate. If the DPRC declines to request a full application, no further action

is taken. The DPRC provides notice to applicant why application does not merit consideration.
Application Submitted to the DPRC. After agreeing to be considered for emerit status, the candidate must submit a full application to the DPRC.
Review by the DPRC. If positive, the DPRC sends its recommendation to the Dean. If negative, the DPRC shall send a letter/email to the candidate and cc: to the Dean with notice of the right to appeal one time to the UPRC.
Review by the Dean. If positive, the Dean sends their recommendation to the Provost. If negative, the Dean shall send a letter/email to the candidate and to the DPRC with right to appeal one time to the UPRC.
Review by the Provost. If positive, the Provost sends their recommendation to the President. If negative, the Provost shall send a letter/email to the candidate and Dean and DPRC with right to appeal one time to the UPRC.
President makes the final decision. If positive, the President sends a letter to the candidate awarding emerit status and files the letter with HR. If an application for emerit status is denied by the President, the candidate may appeal to the UPRC (subject to the one appeal provision below). The UPRC, if it recommends positive support of the candidate, shall provide justification to the President for reconsideration. If the President still maintains a negative evaluation, that evaluation is final and is not subject to further appeal.
Deadline to appeal to the UPRC Only one appeal may be made to the UPRC throughout the multiple steps of the emerit review process. If the UPRC recommends positive consideration, justification for that recommendation will be added to the applicants file for review at the next review level. An appeal to the UPRC must occur within 60 days of notice of denial of a candidate's application. The UPRC shall review within 30 days of receipt of an appeal during the AY. Appeals filed during the summer will be reviewed by the UPRC in October.