

<b>Volume A2:</b> Academics	<b>A2.02.1</b> <b>Faculty Emeritus/Emerita</b>	<b>Responsible Office:</b> Academic Affairs
<b>Chapter 02:</b> Faculty	<b>Effective Date:</b> 03/08/2012 <b>Last Revision:</b> 08/27/2013	<b>Responsible Officer:</b> Provost

## POLICY STATEMENT

Northeastern Illinois University (NEIU) awards the status of Emeritus/Emerita to eligible faculty members upon retirement, upon the recommendation of the department/program, with the concurrence of the dean and the provost, and with the approval of the University president.

## PURPOSE OF THE POLICY

To set forth eligibility criteria and procedures by which retiring faculty members are recommended for Emeritus/Emerita status.

## WHO IS AFFECTED BY THIS POLICY

All tenured faculty members holding the rank of Assistant Professor, Associate Professor, or Professor, who are within six months before or six months after retirement, as well as those employees of the University evaluating the recommendation for Emeritus/Emerita status.

## DEFINITIONS

**Faculty:** Tenured faculty members who hold the rank of Assistant Professor, Associate Professor, or Professor. Includes academic administrators who hold faculty rank and who have been awarded tenure.

**Emeritus/Emerita:** The rank of Emeritus/Emerita is an honorary appointment made by the University president upon the recommendation of the department/program faculty, the dean, and the provost, to recognize a high level of accomplishment throughout a faculty member's career. Faculty who are awarded Emeritus/Emerita status will retain their rank at the time of retirement followed by the designation "Emeritus" or "Emerita."

## PROCEDURES

Within six months before or six months after retirement, each faculty member who fulfills the following conditions will be considered eligible for recommendation to Emeritus/Emerita status.

- a. Meets the eligibility requirements for retirement as specified by the State Universities Retirement System of Illinois (SURS).
  - b. Holds or held the rank of Assistant Professor, Associate Professor, or Professor.
  - c. Has completed ten (10) years of service to the University with faculty rank.
  - d. Has demonstrated a high level of distinction throughout his/her career at NEIU.
1. An individual meeting these conditions may be recommended by the department/program for Emeritus/Emerita status. The department/program recommendation shall document the basis for recommending the Emeritus/Emerita status. If the department/program recommendation is negative, the department chair will so notify the faculty member and the process will be discontinued.



2. If the recommendation of the department/program is positive, the recommendation of the department/program and the documentation will be submitted to the appropriate dean for consideration. If the recommendation of the dean is negative, the dean will so notify the faculty member and the department chair, and the process will be discontinued.
3. If the recommendation of the dean is positive, the documentation will be submitted to the provost for consideration. If the recommendation of the provost is negative, the provost will so notify the faculty member, the department chair, and the dean, and the process will be discontinued.
4. If the provost supports the recommendation of the department/program and the dean, the provost shall review the recommendations with the University president. The University president or designee shall inform the faculty member of his/her decision, and in the event of a favorable decision, shall announce the appointment at the semiannual commencement ceremony.

Emeritus/Emerita status is an honor, privilege, and responsibility which may be used for professional purposes and for participation in academic convocations and events.

The rights and privileges extended to Emeriti faculty shall include:

1. Faculty rights and privileges in the University library, including the issuance of a University ID card.
2. Faculty rights and privileges in attending the University's social, cultural, and athletic events.
3. Faculty listing in the Emeriti section of the University's Academic Catalog and, if requested, business cards indicating their Emeritus/Emerita status, paid for by the academic department of the Emeritus/Emerita.
4. A free Level 1 parking permit upon request, issued on an annual basis.

## HISTORY

08/27/2013 – Revised; revised policy code number  
 Formerly Administrative Memorandum No. 7 – Emeritus Faculty, effective dated 03/01/1995

## CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Provost/Vice President for Academic Affairs	(773) 442-5420	V-Roman-Lagunas@neiu.edu

## DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.