

# Arkansas State University - Jonesboro

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**Effective Date: 07/01/97**

**Number: 03-11**

**Section: Administration**

**Subject: Emeritus Status**

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Emeritus status is an honorary status that may be awarded to retiring faculty or staff in recognition of distinguished service to Arkansas State University.

## **Eligibility**

To be eligible for emeritus status, individuals must:

- Be retiring after completing at least ten (10) calendar or academic years of full-time service to the University;
- Be in good standing with the University; and,
- Have provided distinguished service as determined by the individual's department or unit.

Distinguished service may be demonstrated by, but is not limited to, the following:

- Extraordinary contributions to the University and/or academic discipline;
- Commitment to service activities;
- Active scholarship; and/or
- Devotion to teaching.

## **Recommendation and Approval process**

- Individuals who elect to seek emeritus status must submit a completed Intent to Seek Emeritus Status Form to their chair or immediate supervisor (see attached);
- Supervisors will forward the Forms of all recommended individuals to the dean or unit administrator;
- The dean/unit administrator will forward the Forms of all recommended individuals to the appropriate vice chancellor;
- Vice chancellors will forward the Forms of all recommended individuals to Human Resources;
- Human Resources will verify years of service and University standing, and forward all recommended individuals who meet eligibility guidelines to the Chancellor for final review and conferral of emeritus status. Emeritus status is conferred once each year at the end of the spring semester, and will become effective on July 1 for individuals who have retired prior to that date.

## **Privileges Conferred**

- The addition of "Emeritus" to the rank or title held at the time of retirement;
- Use of the Dean B. Ellis Library facilities and electronic resources under the same conditions applicable to employees;
- Eligibility to purchase a faculty/staff parking decal;
- Use of recreational facilities under the same conditions applicable to employees;

- Opportunity to purchase tickets for University athletic and cultural events at discounted rates; and,
- Any other privileges the University may deem appropriate.

### **Rehires**

If an emeritus faculty/staff is rehired in a benefit-eligible permanent position, all privileges associated with the person's emeritus status will be suspended until such employment ends. The faculty/staff member's emeritus status will be reinstated upon conclusion of service in the benefit-eligible permanent position.

### **Responsibilities and Conditions**

- Emeritus faculty/staff may not use University resources to (i) campaign or advocate for personal or political interests, or (ii) conduct for-profit business activities.
- Emeritus faculty/staff may only have access to confidential student, personnel, or other official records to the extent required and authorized within the scope of an approved University activity and allowed by law.
- Emeritus faculty/staff may neither (i) purport to represent the University in any matter, nor (ii) bind the University to any commitment or obligation, contractual or otherwise, absent written prior approval from the appropriate vice chancellor.
- Emeritus faculty/staff may only exercise their privileges in accordance with current University policies.

### **Revocation of Emeritus Status**

- This section is intended to confirm the existing "at will" nature of emeritus status and applies to all individuals who currently hold emeritus status.
  - At the sole discretion of the University, emeritus status may be revoked at any time. Without limiting such discretion, revocation may occur, among other things, when it is determined that the individual's conduct, before or after receiving the emeritus designation, conflicts with the intent and spirit of the designation, is disruptive to the University's mission, and/or causes harm to the University's reputation.
  - The appropriate vice chancellor is authorized to make the final recommendation to the Chancellor to revoke emeritus status. The Chancellor will make the final decision and will inform the affected individual, as well as the appropriate unit head or department chair, associate dean, dean, or administrative officer for informational purposes.
  - An appeal of this decision may be made in writing to the Chancellor who will make the final decision on the appeal. The appeal must be made within 10 University business days after receiving notification of the revocation.

Click the link below for the Docu-sign form

<https://na4.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=597fc48a-231c-4142-ab07-27987d98b563&env=na4&acct=3c1f2a5c-b08a-4b15-adf6-74545e8e88f9&v=2>

**[Draft Intent to Seek Emeritus Status Form]**



**Intent to Seek Emeritus Status**

*Individuals who elect to seek emeritus status must submit this completed form to their chair or immediate supervisor.*

<b>Name</b>	<b>Employee ID</b>	<b>Date</b>
<b>Title</b>	<b>Department/Unit</b>	<b>Hire Date</b>
<p>Below, briefly describe how you have demonstrated distinguished service during your employment at Arkansas State University in the space below (<i>a CV/resume may be attached</i>). Distinguished service may be demonstrated by, but is not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Extraordinary contributions to the University and/or academic discipline;</li> <li>• Commitment to service activities;</li> <li>• Active scholarship; and/or,</li> <li>• Devotion to teaching.</li> </ul>		
<p><b>To be completed by Human Resources:</b></p> <p>Individual is retiring after completing at least ten (10) calendar or academic years of full-time service to the University:</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Individual is in good standing with the University:</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>		
<b>Signature</b>	<b>Date</b>	
Applicant:		
Chair/Supervisor:		
Dean/Unit Administrator:		
Vice Chancellor:		
Human Resources:		
Chancellor:		