

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NUMBER: II:02:06**

**DATE: January 1994**

**REVISION / REVIEW DATES: May 1997, Jan 2006, Oct 2011, June 2015, Feb 2021**

**SUBJECT: Emeritus Status**

**APPROVED: Dr. Don C. Killingsworth, Jr., President**

**PURPOSE**

“Emeritus” is an honorary title awarded to eligible faculty members or administrators who have provided distinguished service to the University. This award may only be bestowed upon or after retirement or posthumously. This policy serves to ensure the consistent and equitable conferral of this distinguished status.

**POLICY**

Emeritus status may be, after retirement, conferred upon an eligible faculty member or administrator who has exhibited extraordinary commitment and meritorious service to the University. Conferral of this title and associated privileges are based on the following conditions. For full details, please see [Emeritus Nomination Procedures](#) available through the Academic Affairs website.

1. Nominations must be submitted by written application.
2. In most cases, nominations should be made during the semester following the nominee’s retirement. However, all nominations must be made within one year of the individual’s retirement date. Posthumous nominations must be made within two years of the individual’s death.
3. All completed nomination applications will be progressively reviewed and considered through the appropriate approval channels as specified in the Emeritus Nomination Procedures. A nomination cannot advance to the next level without approval by the current level.
4. Only new nominations will be considered each year. Nominations will not be held over from one year to the next.
5. Administrators with faculty rank may be nominated for either faculty or administrator

emeritus status but not for both. An individual can hold only one emeritus award.

6. Nominees must meet the following criteria to be considered for emeritus status.
  - a. Faculty and Administrators with Faculty Rank: A minimum of ten years of full-time service to the University at the time of retirement.
  - b. Non-Academic Administrators: A minimum of ten years of full-time service to the University in a regular administrative appointment, three years of which were served in the same position at the level of Director or above.
  - c. Posthumous: Eligible for emeritus status as a faculty member or administrator at time of death.
  
7. In addition to the privileges of all retired faculty as specified in Section 4.7 of the *Faculty Handbook*, the following privileges are available to emeritus faculty and administrators.
  - a. All emeriti will receive special recognition at one commencement each year, usually in December.
  - b. Newly designated emeriti will be recognized as such at the first December graduation after their designation.
  - c. All emeriti will be listed in the *Undergraduate Catalog* and *Graduate Catalog*.
  - d. Emeriti may be provided office space and other support if available, at the discretion of the University.

## **RESPONSIBILITY**

The Provost and Senior Vice President for Academic Affairs is responsible for this policy.

## **EVALUATION**

This policy will be reviewed at least every five (5) years.