

# MARSHALL UNIVERSITY BOARD OF GOVERNORS

## Policy No. AA-31

### EMERITUS STATUS FOR RETIRED EMPLOYEES

1. General Information
  - 1.1. Scope: Policy regarding the award of emeritus status of retired employees to include faculty, classified staff, and non-classified staff.
  - 1.2. Authority: WV Code § 18B-1-6
  - 1.3. Passage Date: December 17, 2020
  - 1.4. Effective Date: February 1, 2021
  - 1.5. Controlling over: Marshall University
  - 1.6. History: effective May 1, 1985; approved by the President, June 3, 1985. Revised SR-03-04-31 UF, March 9, 2004. Updated and passed by the MU Board of Governors on March 8, 2006. The current policy was updated to include classified staff (from HR-46).
2. Policy
  - 2.1. Marshall University grants emeritus status to retired employees (faculty, classified and non-classified staff) whose service to the institution has been meritorious. For purposes of this policy, meritorious service is defined as going above and beyond basic job duties. All employees who have completed at least ten years of employment at Marshall University and are coded in Banner as “retired” may be nominated by a supervisor or colleague, or may self-nominate, for emeritus status. In granting emeritus status, length of employment, quality of job performance, overall contribution to the university, and service to society beyond the university will be considered. In extraordinary cases (e.g., employees with a history of service to their professions who joined Marshall University late in their careers) retiring employees with fewer than ten years of employment at Marshall University may be nominated or may self-nominate.
  - 2.2. The President will confer emeritus status upon the retiring employee at the recommendation of the employee’s immediate supervisor and the appropriate vice-president. Members of the executive staff will be granted the title upon the recommendation of the President.
  - 2.3. Retired employees granted emeritus status will retain their titles at the time of retirement followed by “Emeritus.” In cases where staff members hold faculty rank, their faculty title will precede their staff title. Selected examples include Professor Emeritus; Professor and Dean Emeritus; Adjunct Faculty Emeritus; Senior Vice

President Emeritus; Director Emeritus; Academic Advisor Emeritus; Counselor Emeritus; Administrative Assistant Emeritus, etc.

- 2.4. Those holding Emeritus status are entitled to the following benefits :
  - 2.4.1. use of the University Libraries;
  - 2.4.2. use of the Memorial Student Center;
  - 2.4.3. reduced rates for university administered functions including athletic events and cultural activities, where available;
  - 2.4.4. special mailings;
  - 2.4.5. Marshall University employee rate for membership in the Marshall Recreation Center;
  - 2.4.6. free parking permit for all general parking areas;
  - 2.4.7. an emeritus identification card.
  
- 2.5. Classified staff with at least ten (10), but fewer than twenty (20), years of service to Marshall University who retired before this revised policy was adopted, may apply for emeritus status within a year of the passage of this policy. To apply, the employee must submit their nomination form to the Office of Human Resources, which will forward it to the retired employee's supervisor.