

ELIZABETH CITY STATE UNIVERSITY
Policy on Professor Emeritus and Emeritus Status

Preamble

This policy shall govern the manner in which the honorary Professor Emeritus and Emeritus titles shall be awarded at Elizabeth City State University (ECSU) and shall also govern the privileges and responsibilities associated with the titles. These honorary titles may be bestowed on fully retired faculty members or administrators who have longstanding records of outstanding and meritorious service to higher education and ECSU. Due to the honor associated with the titles, the designation shall not be automatically bestowed on all retiring faculty or administrators. Individuals who are conferred with these honorary titles shall be treated in certain respects as continuing members of the university community.

1. Conferral of Professor Emeritus and Emeritus Titles

All honorary Professor Emeritus or Emeritus titles shall be conferred by ECSU's Board of Trustees ("Board") in the name of Elizabeth City State University.

2. Candidates for Professor Emeritus Status

A. Requirement of Full Retirement

- i. Faculty members who have fully retired from ECSU or who are fully retiring from ECSU and who meet the requirements set forth in SECTIONS 2.B and 2.D below may be considered as candidates for Professor Emeritus status.
- ii. Faculty members who elect to enter the Phased Retirement Program are ineligible for consideration for Professor Emeritus status until completion of the Phased Retirement Program.

B. Rank and Tenure Requirement

In order to be considered for Professor Emeritus status, a fully retired faculty member must have held a faculty appointment at the rank of Professor with tenure and continued to meet ECSU's standards for performance in all areas expected of the rank in addition to all other requirements set forth in this policy.

C. Academic Service Requirement

In order to be considered for Professor Emeritus status, a fully retired faculty member must have had at least twenty (20) years of active, full-time academic service in higher education, with a minimum of ten (10) years of full-time academic service at ECSU in addition to all other requirements set forth in this policy. Under this policy, periods of leave with pay shall count toward years of service (i.e. administrative leave).

D. Exceptional Service Requirement

In order to be considered for Professor Emeritus status, a fully retired faculty member must have a longstanding record of exceptional service to ECSU and to his/her academic field, with significant, consistent and continuing contributions in the areas of teaching, research and service in addition to all other requirements set forth in this policy.

3. Candidates for Emeritus Status

A. Requirement of Full Retirement

Administrators who have fully retired from ECSU or who are fully retiring from ECSU and who meet the requirement set forth in SECTION 3.B below may be considered as candidates for Emeritus status.

B. Exceptional Service Requirement

In order to be considered for Emeritus status, a fully retired administrator must have a longstanding record of exceptional and meritorious service to ECSU and higher education with significant, consistent and continuing contributions in his/her respective field in addition to all other requirements set forth in this policy.

4. Nomination Procedures

A. Faculty

i. *Letter of Nomination*

Any member of the ECSU community may nominate a fully retiring or retired faculty member for Emeritus status by submitting a letter of nomination to the Chairperson of the nominee's Academic Department or former Academic Department. A letter of nomination may also originate directly from the Chairperson of the nominee's Academic Department or former Academic Department. Nominations will not be accepted or generated by a Department Chairperson until a faculty member has fully retired or has announced his/her plans to go into full retirement. All nominations generated or accepted by Department Chairpersons must be submitted to the relevant academic Dean.

ii. *Evidence of Exceptional Contributions*

The Department Chairperson, in concert with the nominator if someone other than the Department Chairperson, is responsible for compiling evidence of the nominee's exceptional contributions as set forth in SECTIONS 2.B and 2.D above (i.e. current curriculum vitae and additional supporting documentation).

iii. *Role of Academic Department*

The nominee's academic department or former academic department must meet and vote on all nominations accepted or generated by a Department Chairperson, regardless of the origin of the nomination. The Department

Chairperson (or equivalent) shall be responsible for transmitting the voting results and other documentation which shall constitute the nominee's portfolio to the relevant academic Dean.

iv. *Role of Academic Dean*

The relevant academic dean will either endorse or not endorse the nomination with comments and forward the nominee's portfolio to the Provost and Vice Chancellor for Academic Affairs.

v. *Role of Provost and Vice Chancellor for Academic Affairs*

The Provost and Vice Chancellor for Academic Affairs shall submit the nominee's portfolio to the Faculty Personnel Committee, the Academic Administrative and Planning Council, and the Administrative Council in that order for evaluation and recommendations. The Provost and Vice Chancellor for Academic Affairs shall then forward the nominee's portfolio with his/her letter of recommendations to ECSU's Administrative Council.

vi. *Role of ECSU Administrative Council*

ECSU's Administrative Council will either endorse or not endorse a nomination. ECSU's Administrative Council's recommendation shall be transmitted to the Board of Trustees through the Chancellor.

vii. *Board of Trustees*

The Board of Trustees shall make the final decision on whether or not to grant honorary Professor Emeritus titles.

B. Administrators

i. *Letter of Nomination*

Nominations for Emeritus status must be initiated by Division or Department colleagues or former colleagues and submitted through the nominator's immediate supervisor. A nominating letter and supporting documentation of the nominee's exceptional contributions as set forth in SECTION 3.B above shall constitute the nominee's portfolio. The nominee's portfolio will be submitted by the nominator's immediate supervisor to the appropriate Vice Chancellor. Nominees for Chancellor Emeritus shall be submitted to the Provost and Vice Chancellor for Academic Affairs.

ii. *Role of Vice Chancellor*

The relevant Vice Chancellor will either endorse or not endorse the nomination with comments and then forward the nominee's portfolio to the Provost and Vice Chancellor for Academic Affairs.

iii. *Role of Provost and Vice Chancellor for Academic Affairs*

The Provost and Vice Chancellor for Academic Affairs shall forward a nominee's portfolio and letter of recommendation to ECSU's Administrative Council.

iv. *Administrative Council*

ECSU's Administrative Council will either endorse or not endorse a nomination. ECSU's Administrative Council's recommendation shall be transmitted to the Board of Trustees through the Chancellor.

v. *Board of Trustees*

The Board of Trustees shall make the final decision on whether or not to grant honorary Emeritus titles.

5. Rights and Privileges of Professor Emeriti and Emeriti Status

A. Recognition at Commencement

Newly awarded Professors Emeriti shall be recognized during commencement ceremonies.

B. Library Privileges

Professors Emeriti shall have full faculty rights and privileges at ECSU's G.R. Little Library.

C. ECSU Mailing Lists

Individuals holding Professor Emeriti or Emeriti status shall be placed on designated ECSU mailing lists.

D. ECSU E-mail Account

Individuals holding Professor Emeriti or Emeriti status shall have access to ECSU e-mail accounts.

E. ECSU Events

Individuals holding Professor Emeriti or Emeriti status shall have full rights and privileges to attend ECSU social, cultural and athletic events.

F. ECSU Ceremonies

Individuals holding Professor Emeriti or Emeriti status shall receive invitations to participate in ECSU public ceremonies, commencement processions and convocations.

G. Listing in Commencement Programs

Individuals holding Professor Emeriti status shall be listed in commencement programs.

- H. Listing in Other Publications
Individuals holding Professor Emeriti or Emeriti status shall be listed in other publications in which current ECSU faculty and administrators are listed.
 - I. Office/Laboratory Space
Individuals holding Professor Emeriti status shall be provided with office or laboratory space, to the extent space is available and subject to applicable university policies.
 - J. I.D. Card
Individuals holding Professor Emeriti or Emeriti status shall be provided with permanent ECSU I.D. cards.
 - K. Scholarly Events
Individuals holding Professor Emeriti may participate in campus seminars, colloquia, lectures, ad hoc committees and other scholarly events.
 - L. Faculty Senate Meetings
Individuals holding Professor Emeriti status may attend and speak at all faculty senate meetings.
 - M. ECSU Recreational/Social Facilities
Individuals holding Professor Emeriti or Emeriti status may use university recreational/social facilities subject to applicable university policies.
 - N. Parking Decal
Individuals holding Professor Emeriti or Emeriti status shall have the option to purchase ECSU parking decals.
 - O. School/Department Activities
Individuals holding Professor Emeriti may participate in department and school activities on a non-voting basis.
 - P. Certificate
Individuals granted Professor Emeriti or Emeriti status shall be awarded a certificate.
- 6. Responsibilities Associated with Professor Emeriti and Emeriti Status**
- A. Participation in Academic Community
Professors Emeriti are considered a valuable resource to academic departments, schools and the university. Professors Emeriti may voluntarily participate in the academic community.

B. Adherence to Policies, Rules and Regulations

Individuals holding Professor Emeriti or Emeriti status are subject to all university policies, rules and regulations while exercising their rights and privileges on campus.

C. Participation in Ceremonies and Events

Individuals holding Professor Emeriti or Emeriti status are expected to participate in invitational university ceremonies and events when their presence would benefit ECSU (i.e. commencements, convocations, ceremonies, alumni events, school events, departmental events, retiree events and homecoming events).

D. Mentorship

Individuals holding Professor Emeriti status should be reasonably available to act as mentors for faculty and students.

E. Good-will Ambassadors

Individuals holding Professor Emeriti or Emeriti status are expected to serve as good-will ambassadors for ECSU.