

OREGON STATE UNIVERSITY

EMERITUS APPOINTMENT POLICY/PROCEDURES

USE OF EMERITUS "TITLE"

Admin Memo #8
College of Forestry
June, 2000

POLICY

The "Emeritus" title may be recommended for a faculty member who:

1. retires from Oregon State University, and
2. has held a position with *indefinite tenure*, generally on an active full-time basis, for at least five years immediately prior to retirement, and
3. has demonstrated professional competence and provided effective service to the programs of the institution.

PROCEDURE

1. Submit nomination to Academics Affairs at least two months prior to retirement (*refer to sample letter on page 2*).
2. Deans and Directors will solicit nominations from departments prior to the actual retirement/ tenure relinquishment of faculty who may be eligible for Emeritus status.
3. Deans and Directors will present each recommendation in the form of a letter (addressed to the Vice Provost for Academic Affairs) that includes a brief description and evaluation of the services which the faculty member has rendered to the University (including dates of employment and date of retirement or tenure relinquishment). Such letters will become part of the faculty member's permanent personal records file in the Office of Human Resources. *Include the retiree's post-retirement mailing address.*
4. Each faculty member upon whom the "Emeritus" title is to be conferred will be so advised by letters from the President and Vice Provost.

USE OF EMERITUS TITLE

Generally, the title "Emeritus" will be added to the academic rank (held at the time of retirement) for faculty members whose services have been principally in teaching and research (such as Professor Emeritus of History, or Associate Professor Emeritus). Faculty members whose principal duty is in administration may have the title "Emeritus" added to the administrative title held at the time of retirement/tenure relinquishment. In such cases, the title may also be added to their academic rank (such as Dean Emeritus of the College of Science and Professor Emeritus of Chemistry, or Director Emeritus of Libraries and Professor Emeritus).

EMERITUS TITLE REFLECTED IN OSU DATABASE

The title "Emeritus" will be reflected in the OSU Database. However, senior administrators granted Emeritus status will have the title of their administrative position at time of retirement plus the Emeritus indicator (President Emeritus, Dean Emeritus, etc). Those with Emeritus status must be affiliated with an active department or unit. Data extracted and included in the OSU Directory, OSU Catalog, or other university publications will be reflected accordingly.

BENEFITS

Emeritus status is to be effective for life. Those with Emeritus status are granted use of the library, may take courses at staff rates, receive parking permits at a reduced rate (by contacting Parking Services), and may retain their faculty ID card. As with all other retired faculty and staff, they may also purchase athletic season tickets at faculty/staff rates and participate in the Faculty/Staff Fitness program. The staff newsletter can be delivered to their home address by calling News and Communication Services.

For further information about emeritus status, contact the Office of Academic Affairs.

SAMPLE EMERITUS LETTER

*This sample letter is intended only to serve as a guide; reasonable variations are appropriate.
Sample may be accessed on OHR Website: <http://osu.orst.edu/admin/hr/jobs/model/letters/emeritus.doc>*

DATE

TO: Andrew G. Hashimoto
Vice Provost for Academic Affairs

FROM: ***[Dean/Department Chair/Head]***

SUBJECT: Emeritus Status for _____

_____ ***[name of individual, rank/title]***, has served the State of Oregon and Oregon State University for

_____ ***[number of years]*** as a _____ ***[specialist/authority, etc.]*** in _____ ***[field, etc.]***.

[Dr./Mr./Ms. Name] _____ is recognized by colleagues as ***[an authority, knowledgeable, etc.]*** and has developed a ***[national/international]*** reputation as a ***[scholar/teacher, etc.]***.

I recommend that ***[title/name]*** be granted emeritus status as a ***[present rank]*** in the Department of _____.

Following his/her retirement on _____ ***[date]***, _____ ***[name]*** will reside at _____ ***[home address with zip code]***.

Approved:

Department Chair/Director

Date

Approved:

Dean

Date

TO ESTABLISH AN EMERITUS RECORD IN BANNER

Upon receipt of the departmental copy of the Emeritus letter from the President, the Department/Unit:

- A. Prepares a Job Form (sample attached) to establish an Emeritus record
 1. Refer to: <http://osu.orst.edu/admin/hr/team/unclassjobform.fml> for Job Form
 2. Refer to <http://osu.orst.edu/admin/hr/team/pool2.htm> for pooled position number
(refer to A, "Position #", on attached sample Job Form)
 3. E-Class XX902 (refer to B, "ECLS", on attached sample Job Form)

- B. Attaches a copy of:
 1. Letter submitted by department/unit to request Emeritus status
 2. Letter from President to employee, granting Emeritus status

C. Forwards completed packet of materials to The Office of Human Resources