

Professor Emeritus Policy

TSU Policy # _____

Name of Policy: Professor Emeritus

Responsibility: Office of Academic Affairs

TBR Authority: [Policy 5-02-01-10](#)

Statement of Policy: A tenured faculty member who has served the university with distinction over a period of years may be awarded the title of Emeritus or Emerita (for females) upon retirement. These individuals will be granted the rights and privileges listed below in recognition of their honored role in the University community and their ongoing potential for contributions to the intellectual and cultural life of the University. The president may confer the title of Emeritus upon any retiring tenured professor(after ten years), tenured associate professor(after 15 years) tenured assistant professor and instructor(after 20 years) who has given honorable and distinguished full-time service to the University. The title will follow the regular professional title, *e.g.*, professor of history, emeritus/ associate professor of business, emeritus.

Emeritus faculty will maintain an identification card entitling them to the following University privileges: full access to library facilities, including access to computer resources in the library, an emeritus faculty parking permit upon registration with Campus Police Services, use of the University Wellness Center, attendance at graduation and convocation in full regalia, access to faculty dining and recreational activities, listings in University catalogs and faculty/staff directory as emeritus faculty, and all benefits the university grants to retired faculty members. Emeritus faculty members may be eligible for other privileges that do not exert undue financial burdens on the University. In addition, Emeriti may request the use of available office or laboratory space or may apply, upon approval, for University grants under the same rules as other faculty.

When an emeritus faculty member is employed by the university, whether as a post-retirement faculty member or in another capacity, the provisions of the appointment shall prevail.

TSU Procedure # _____

Name of Procedure: Professor Emeritus

Procedures for nomination and awarding Emeritus status

I. Eligibility

The president may confer the title of Emeritus upon any retiring tenured professor(after ten years university service in rank), associate professor(after 15 years university service in rank), or assistant professor and instructor(after 20 years university service in rank), who has given honorable and distinguished full time instruction and research and administrative service to the University. Tenured faculty members who have served in an administrative capacity may also be eligible for emeritus status.

II. Nominations/Recommendations/Appointments

1. Nominations

- a) Retiring TSU faculty/retired faculty may be nominated or nominate themselves to their College Dean.
- b) A Faculty member may be nominated by Faculty Senate, department head, or the college/ school dean.
- c) Previously retired tenured professors may apply or be nominated to become Emeritus Professor, Associate, Assistant, Instructor
- d) A nomination should be supported by a minimum of three full professors of Tennessee State University, comprising representation from at least two different areas of the University.
- e) All nominations should be forwarded to the appropriate College/School Dean
- f) The decision of a dean to not forward a nomination for emeritus status shall not be subject to appeal.

2. Recommendations from Colleges/Schools

The conferring of the emeritus title must be recommended to the President by the appropriate Department Chair, Dean, School and/or College rank and tenure committee, and the Vice President of Academic Affairs.

- a) Each College / School should have a committee to review and recommend tenured faculty members for the Professor Emeritus appointment
- b) Recommendations should follow administrative approvals through department heads and deans to the VPAA.
- c) Nomination and recommendations should reach the VPAA at least eight weeks prior to the end of nominee's last semester with the university as a faculty.
- d) Previously retired professors applications may be submitted by June 30, 2011
- e) The decision of the committee, dean or VPAA to not forward a nomination for emeritus status shall not be subject to appeal.

3. Approvals/Appointment

- a)The VPAA will review all previous recommendations and make a recommendation to the President to either confer/ not confer emeritus status.
- b) This recommendation shall not be subject to appeal.
- c) Upon verification of the eligibility as stated above in (I (1)), but no later than the end of the last semester of full time employment at TSU, the President will grant the rank/status of emeritus(professor, associate professor, assistant professor, instructor).

II. Emeritus Benefits

1. Free emeritus faculty parking upon registration with Campus Police Services and receipt and display of an emeritus parking permit.
2. TSU ID card.
3. Full access to library facilities, including access to computer resources in the library.
4. Faculty discounts to all university events per university regulations for other retired faculty.
5. Use of the University Wellness Center.
6. Attendance at graduation and convocation, including marching in full regalia with other members of the emeritus faculty member's academic discipline.
7. Access to faculty dining and recreational activities.
8. Listings in University academic catalogs and faculty/staff directory as emeritus faculty.
9. Fee waivers per Tennessee Code Annotated sec. 49-7-113 and TBR Guideline B-060.
10. All other benefits the university grants to retired faculty members.
11. Emeriti may request the use of available office or laboratory space or may apply, upon approval, for University grants under the same rules as other faculty.
12. The emeritus title provides no stipend.

III. Obligations of Emeritus to the University

1. The professor emeritus will identify him- or herself as an emeritus faculty member from TSU in any professional activity that pertains to service at the university or use of its resources.
2. The professor emeritus will make every effort to be available for service on university committees and participation in other research, service and teaching activities.
3. The professor emeritus will adhere to the highest academic, civic and ethical standards.
4. The emeritus understands that there is no remuneration received by the holder of the title and he/she does not exercise any of the normal administrative functions associated with the title professor. By virtue of the title, the recipient is not entitled to membership of Academic Senate or any other University body.
5. Emeritus faculty will be listed in university catalogs
6. Emeritus faculty will be recognized at university commencement ceremonies

IV. Documentation required for nomination

1. A summary statement of desire to become Professor Emeritus, and
2. Detailed faculty CV; and
3. Statements of support from current faculty members and any other statements in support of the nomination; and
4. A written citation on behalf of the nominee of no more than two pages and in a style suitable for reading at a conferral ceremony.

Supporting documents (forms to be used with links to form)

None developed

Adoption date: May 24, 2010