

# METROPOLITAN STATE UNIVERSITY REGULATIONS



## **Emeritus/Emerita Status**

### University Policy #5060

#### **Section 1. General Statement of Policy**

The University awards emeritus/emmerita status as a special honor for system employees who have served with great distinction. Recognition as emeritus/emmerita shall not be awarded as a matter of due course, and is granted only to those whose service has been exemplary.

#### **Section 2. Procedures**

This policy shall be implemented by University Procedure #506

#### **Section 3. Scope**

This policy shall not supersede other federal and state laws, rules, and regulations, other Board of Trustees' and University policies and procedures, or bargaining unit agreements and plans.

#### **Section 4. Authority**

In accordance with Minnesota State Colleges and Universities Board of Trustees policy 4.8, the president may confer emeritus/emmerita status upon any faculty and staff member, and administrator who is retiring from employment at Metropolitan State University who meets the eligibility criteria set forth in Section 7.

#### **Section 5. Effective Date**

This policy shall become effective upon signature by the president and remains in effect until modified or expressly revoked.

#### **Section 6. Responsibility**

The responsibility for implementation of this regulation is assigned to the the Provost/Vice President for Academic Affairs and the Chief Human Resource Officer.

#### **Section 7. Eligibility Criteria**

To be awarded emeritus/emmerita status, a faculty member, staff member, or administrator must have:

- Separated, or be separating, from the position with the University;
- An established record of distinguished service while employed in the position;
- Completed employment in the position in good standing; and
- At least ten (10) years of service with the University

**Section 8. Notification and Publication**

The University shall inform employees of the established emeritus/emerita policy and procedure. The policy and procedure shall be available on the University portal and distributed by the employees' immediate supervisor/manager.

**Section 9. Review**

This policy will be reviewed and modified as appropriate.

**Section 10. Signature**

Issued on this 16 day of November 2012.

A handwritten signature in cursive script, reading "Sue K. Hammersmith", is displayed on a light-colored rectangular background.

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Sue K. Hammersmith, Ph.D.  
President

Emeritus/a Candidate Name: \_\_\_\_\_

In addition to years of service and status as a retiree, conferral of emeritus/a status is based on the faculty member's, staff member's, or administrator's demonstrated performance in carrying out his/her professional responsibilities over the years of service. Describe below the candidate's special accomplishments and contributions to the department, the college, and the university which provide evidence in support of his/her candidacy for emeritus/a status. (Attach additional sheets if necessary)

Nomination by:


Recommendation by:


Approval by:


c: Office of Human Resources