Policy Name: Emeritus

Policy Number: 7.10

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/26/2016

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): This policy outlines the eligibility, procedures, privileges and responsibilities related to an emeritus appointment.

Reason for the addition, revision, or deletion (check all that apply):

☑ Scheduled Review  ☐ Change in law  ☐ Response to audit finding

☐ Internal Review  ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Reviewed with no changes recommended.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel
Emeritus

Original Implementation: Unpublished
Last Revision: January 26, 2016 July 23, 2019

The title of emeritus is a position of great honor conferred only on retirees who have a record of distinguished service to Stephen F. Austin State University (SFA). The title is not automatic upon retirement.

Emeritus Appointments for Faculty and Librarians

A. Eligibility

To be eligible for an appointment as emeritus, an individual will meet the following requirements:

1. Provide extended service, generally at least 10 years of employment at SFA;
2. Earn a rank of associate professor, professor, librarian III, or librarian IV;
3. Demonstrate distinction in teaching, research/scholarly/creative accomplishments, and service to the university and the profession. Distinguished service could include honors such as Regents Professor, SFA Alumni Distinguished Professor Award, SFASU Foundation Faculty Achievement Award, SFA Teaching Excellence Award, or comparable state and/or national professional recognition and distinction related to external funding.

B. Procedure

A tenured member of the academic unit may submit a letter of nomination to the academic unit head supporting the candidate’s eligibility. The nominated faculty member or librarian will submit evidence supporting eligibility per academic unit procedures, such as providing a current curriculum vitae. Although the emeritus title is an honor, not a promotion, the process will follow unit promotion procedures, but may occur at any time. The appropriate dean will then forward a recommendation to the provost and vice president for academic affairs who will, in turn, submit a recommendation to the university’s president. The Board of Regents confers emeritus status.

C. Privileges and Responsibilities

An emeritus professor will have the following privileges and responsibilities:
1. Name listed as an emeritus in the university’s General Bulletin.
2. Recognition at the commencement ceremony following the granting of the emeritus title.
3. A place of honor in any academic procession.
4. Right to use the title of emeritus in professional endeavors.
5. Opportunity to audit courses with fees waived, subject to the availability of space and with the consent of the instructor.
6. Office space, laboratory space, a telephone, and a computer, subject to available space and approval of the academic unit head, the dean, and provost and vice president for academic affairs.
7. Email privileges, a faculty I.D. card, and university business cards.
8. Use of the Ralph W. Steen Library.
10. Opportunity to represent the university at community or professional meetings and serve on committees, upon university request.

**Administrative Official Eligibility**

The title emeritus may be given by the president to a retired administrative official to recognize meritorious service. Privileges and qualifications that accompany the title shall be determined by the president. The conferring of this title is not automatic upon retirement.

**Cross Reference:** None

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact For Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs