



ASUN Operating Procedure – 5005

Operating Procedure Synopsis

Title: Faculty and Staff Emeritus

Approval Date/Revision Date(s): 9/2017

Review Date(s): 3/2018, 5/2019, 5/2020, 5/2021

Executive Cabinet Liaison: Vice Chancellor for Finance and Administration

Responsible Manager: Director of Human Resources

A. Purpose and Scope

This operating procedure defines the process for recognizing emeritus status for faculty and staff members. Responsibility for implementation and communication of this operating procedure lies with the Chancellor, Vice Chancellor for Finance and Administration, and the Director of Human Resources

B. Definitions

Emeritus Status: All faculty and staff members with academic rank who have rendered ten or more years of full-time service to the university at the time of their retirement from the university are declared to have and shall have emeritus status, with special gratitude and honor from the Board of Trustees and the President of the ASU System, with all privileges which the administration may bestow at its discretion. (Adopted by the Arkansas State University Board of Trustees on August 8, 1997, Resolution 97-23)

C. Procedures

1. When a faculty or staff member retires, the Department of Human Resources will verify emeritus eligibility.
 2. HR will notify the Office of the Chancellor of the results and recommendation of conferring emeritus status in writing.
 3. The Chancellor will send a letter to the System President requesting emeritus status for the qualified individual.
 4. Once approved, the faculty or staff member is contacted by the Office of the Chancellor with a notification to their Supervisor, Dean, and/or Responsible Executive Cabinet Member.
 5. The Office of the Chancellor is responsible for the preparation of the Emeritus certificate for the faculty or staff member and writing a letter to the employee about the emeritus benefits. Benefits provided to the faculty or staff member include a plaque and jacket, continued ASUN email account, and the faculty or staff member will be listed in publications as having emeritus status.
-

D. Related Information

<http://www.asusystem.edu/dotAsset/8fd6b3d8-5e06-498c-93a3-ce268376e08c>

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.