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EAST TENNESSEE STATE  
UNIVERSITY

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**Emeritus Policy for  
Faculty, Chairs, and Deans**

## **Policy Name:** Emeritus Policy for Faculty, Chairs, and Deans

### **Policy Purpose**

This policy specifies the criteria for awarding Emeritus status to a faculty member, chair, or dean at East Tennessee State University.

### **Applicability**

This policy is applicable to full-time ETSU faculty, chairs, and deans.

### **Responsible Official, Office, and Interpretation**

The Office of the President is responsible for the review and revision of this policy. For questions about this policy, please contact the Office of the Provost. The President in conjunction with the Office of University Counsel has the final authority to interpret this policy.

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## **Defined Terms**

*A defined term has a specific meaning within the context of this policy.*

### Eligible Academic Faculty

Full-time, academic personnel appointed as a/an Instructor (Clinical, Teaching, or Research), Professor of Practice, or Tenured faculty with 10 years of continuous service at ETSU.

### Emeritus

Emeritus status is an honorary title given to a retiring faculty, chair, or dean to recognize their distinguished service and contributions to the institution. Faculty, chairs, or deans awarded Emeritus status can use Emeritus, Emerita, or Emerit. For the purposes of this policy, the term “Emeritus” will be used to include all versions of the word.

### Simple Majority

Half of the faculty voting plus one when a vote is taken. Departments and/or colleges may decide whether faculty need to be present or if email votes are acceptable.

### Voting Faculty

Full-time, academic personnel appointed as a/an Instructor (Clinical, Teaching, Research, or Practice) with five (5) or more years of service at ETSU and tenured faculty who hold rank at assistant professor, associate professor, or full professor in the department where the applicant worked and/or held appointment at the time of the official retirement notification.

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## Policy

East Tennessee State University (ETSU) may honor an Eligible Academic Faculty member, chair, or dean upon retirement from the university, with the title of Emeritus. An Eligible Academic Faculty member must apply for Emeritus status within twelve (12) months of submitting an official retirement notification. The title Emeritus may be awarded posthumously to any Eligible Academic Faculty, chair, or dean who dies before retiring. Posthumous nominations must be initiated within two years following death. Faculty in the department must make a posthumous nomination and follow the procedures of this policy.

If approved, the word *Emeritus* will follow the individual's title and rank (e.g., assistant professor emerita, professor and chair emerit).

### 1. Emeritus Consideration.

#### 1.1. Eligible Academic Faculty Member Emeritus Status.

An applicant who meets the definition of Eligible Academic Faculty may apply for Emeritus status. Applicants with fewer than the specified years of service to the university may be recommended for Emeritus status if the applicant, in the opinion of the Voting Faculty, the dean, and the Provost, determine the individual has demonstrated honorable and distinguished teaching, research, service, and/or administration while at the university.

After a review of the application packet, all Voting Faculty decide to recommend or not recommend an Eligible Academic Faculty for Emeritus status. If a new department is formed as a result of restructure, the new department will vote on recommending the current applicant for faculty Emeritus status. If a department is dissolved, or if the applicant does not work in a department with Voting Faculty appointed, the Provost will convene a committee of representatives across the institution who will serve as the department to recommend an applicant for faculty Emeritus status. Faculty Emeritus status is recommended when the Simple Majority of the Voting Faculty, or those appointed by the Provost to represent the department, elect to award Emeritus status. The application moves forward regardless of the decision of the Voting Faculty to recommend or not to recommend. The decision to award a faculty Emeritus status is based on the recommendation to the President by the Voting Faculty, the chair, the dean, and the Provost. The President has the final approval.

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## **1.2. Chair Emeritus Status.**

An applicant who has served as a chair in the institution for a minimum of seven (7) years of continuous service may apply for chair Emeritus status. An applicant does not have to be serving as a chair when the individual applies for chair Emeritus status, if they meet all other requirements. An applicant with fewer than the specified years of service to the university may be recommended for chair Emeritus status if the applicant, in the opinion of the Voting Faculty, the dean, and the Provost determine the applicant has demonstrated honorable and distinguished teaching, research, service, or administration while at the university.

After a review of the application packet, all Voting Faculty decide to recommend or not recommend an applicant for chair Emeritus status. If a new department is formed as a result of restructure, the new department will vote on recommending the current applicant for chair Emeritus status. If a department is dissolved, or if the chair does not work in a department with full-time Academic Faculty appointed, the Provost will convene a committee of representatives from across the institution who will serve as the department to recommend a chair for Emeritus status. Chair Emeritus status is recommended when the Simple Majority of the Voting Faculty (or the appointed committee as described above), vote to recommend chair Emeritus status. The application moves forward regardless of the decision of the Voting Faculty to recommend or not to recommend. The decision to award chair Emeritus status is based on the recommendation to the President by the department where the individual served as chair, the dean of the college where the individual served as chair, and the Provost. The President has the final approval.

## **1.3. Dean Emeritus Status.**

An applicant who has served as a dean in the institution for a minimum of seven (7) years of continuous dean service may apply for dean Emeritus status. An applicant does not have to be serving as a dean when the individual applies for dean Emeritus status if they meet all other requirements. An applicant with fewer than the specified years of service to the university may be recommended for dean Emeritus status if the applicant, in the opinion of the Voting Faculty and the Provost, determines the applicant has demonstrated honorable and distinguished teaching, research, service, or administration while at the university.

After a review of the application packet, all Voting Faculty decide to recommend or not recommend an applicant for dean Emeritus status. If the dean is part of a new college as a result of restructure, the new college will vote on recommending the current applicant for dean Emeritus status. If a college is dissolved, or if the dean does not work in a college with Voting Faculty appointed, the Provost will convene a

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committee of representatives from across the institution who will serve as the college to recommend a dean for Emeritus status. Dean Emeritus status is recommended when the Simple Majority of the Voting Faculty, or those representatives of the college, vote to recommend dean Emeritus status. The application moves forward regardless of the decision of the Voting Faculty to recommend or not to recommend. The decision to award dean Emeritus status is based on the recommendation to the President by the college where the individual served as dean and the Provost. The President has the final approval.

### **2. Application, Selection, and Effective Date.**

A complete application packet is required for a faculty, chair, or dean to be considered for Emeritus status. Public recognition of those receiving Emeritus status during the previous fiscal year will occur annually. If an individual submits an application packet and is awarded Emeritus status by May 1, their public recognition will occur during the upcoming fall semester's faculty convocation. Those who submit their application packets on or after May 2 will receive public recognition during faculty convocation the following year. The Emeritus status will become effective July 1 of each year.

### **3. Benefits and Privileges that Accompany Emeritus Status.**

Emeritus faculty, chair, or dean may be granted the following benefits and privileges to the extent available:

- 3.1. an ETSU photo identification card;
- 3.2. a certificate with name and Emeritus status;
- 3.3. access to the physical recreation center and library facilities; electronic systems use as appropriate;
- 3.4. the ability to purchase a parking permit, if available, at the faculty/staff rate;
- 3.5. the ability to purchase tickets for athletic and other cultural events, if available, at a faculty/staff rate;
- 3.6. faculty email access;
- 3.7. invitations to participate on various departmental committees;
- 3.8. inclusion of their name in listings of Emeritus faculty, chair, or dean;
- 3.9. other privileges which may be granted from time to time and are subject to removal if subsequent financial burdens occur; and
- 3.10. the ability to serve as a principle investigator, project director, or other key personnel on research projects to the extent allowed by institutional research

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administration and research compliance policies and standard operating procedures.

At the discretion of the department, if space is available, office space, which may be shared, may be granted. The privilege of office space may be revoked at any time subject to the needs of the university.

### **4. Exceptions to Emeritus Status.**

Emeritus faculty, chair, or dean shall not have the right to do the following:

- 4.1. Vote on policies and/or procedures, including tenure and/or promotion, unless invited and approved by the department or college as it relates to university policies;
- 4.2. Use of a computer or laptop, unless access is negotiated prior to filing for Emeritus status, the retiring person is providing services to the university that require access, and the access is approved by the Provost or a designee; and
- 4.3. Bind the university to any commitment or obligation, contractual or otherwise.

### **5. Revoking Emeritus Status.**

Emeritus status may be revoked by the President if the Emeritus faculty, chair, or dean engages in or incurs any of the following:

- 5.1. Dishonesty in any teaching, research, service, or administration;
- 5.2. Conviction of any felony or any crime involving moral turpitude; or
- 5.3. Behavior that conflicts with the intent and spirit of the designation, is disruptive to the mission of the institution or causes harm to the university's reputation.

### **6. Appeals.**

If a decision is made by the Voting Faculty or faculty representatives to not recommend Emeritus status, the decision may be appealed at the Voting Faculty/committee, chair, and/or dean level by sending an appeal request to the Provost. The Provost will submit the appeal request to the University Tenure and Promotion Committee. The committee sends their findings to the Provost. The Provost, after receiving the findings of the Committee, determines a recommendation. The decision to award faculty, chair, and/or dean Emeritus status is based on the recommendation by the Provost to the President. The President has the final approval.

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## Procedures

### 1. Application.

The faculty, chair, or dean submits a written notice of retirement to the Office of Human Resources (HR). HR reviews the notice of retirement and provides the Provost's office the individual's years of service as of the date of the notice. The Office of the Provost informs the individual of their eligibility for Emeritus consideration and provides them with a copy of the Emeritus policy and the application form to request Emeritus status, informing them of deadlines for submitting the completed application packet for review. The retiring faculty, chair, or dean completes the application and sends the Request for Emeritus Status form with an updated CV to the Office of the Provost. The Office of the Provost submits the completed application packet to the department, college, unit, or appointed committee for consideration.

### 2. Recommendation and Communication Process.

#### 2.1. Faculty Emeritus.

Within two weeks of receiving the application packet for Emeritus status, the department chair convenes the Voting Faculty to review the application packet. (See section 1.1 of the policy and the definition of Voting Faculty for additional details on who votes.) After the department reviews and votes, the department chair completes the recommendation section for the department. The department chair forwards the department's recommendation and the department chair's recommendation, along with the result of the vote, to the dean. The dean forwards their recommendation along with the recommendation of the department and department chair to the Provost. The Provost forwards their recommendation along with the recommendation of the department, department chair, and dean to the President. The President approves or denies the request and sends the decision to the Office of the Provost. The Office of the Provost communicates the decision to the individual seeking faculty Emeritus status, the department chair, the dean, and HR.

#### 2.2. Chair Emeritus.

Within two weeks of receiving the Emeritus application packet, the department chair, or a designee, convenes the department's Voting Faculty to review the application packet. (See section 1.2 of the policy and the definition of Voting Faculty for additional details on who votes.) After the department review and vote, the department chair, or designee, completes the recommendation section for the department. The department chair, or a designee, forwards the department's recommendation to the dean. The

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dean forwards their recommendation and the department's recommendation to the Provost. The Provost forwards their recommendation and the department's and dean's recommendation to the President. The President approves or denies the request and sends the decision to the Office of the Provost. The Office of the Provost communicates the decision to the individual seeking Chair Emeritus status, the department chair, the dean, and HR.

### **2.3. Dean Emeritus.**

Within two weeks of receiving the application packet, the dean or designee convenes the college's Voting Faculty to review the application packet. The dean or designee forwards the college's recommendation to the Provost. (See section 1.3 of the policy and the definition of Voting Faculty for additional details on who votes.) The Provost forwards their recommendation and the college's recommendation to the President. The President approves or denies the request and sends the decision to the Office of the Provost. The Office of the Provost communicates the recommendation to the individual seeking Dean Emeritus status, the person serving as dean, and HR.

### **3. Department/College Representatives in lieu of Department/College**

If an Eligible Academic Faculty, a chair, or a dean does not hold an appointment in a department, unit, or college with Voting Faculty, the Provost will call for five (5) representatives from different colleges and/or departments to review the application and report a recommendation to the Provost. The Provost forwards their recommendation and the five (5) faculty members' recommendation to the President. The President approves or denies the request and sends the decision to the Office of the Provost. The Office of the Provost communicates the recommendation to the individual who applied for Emeritus status.

If an Eligible Academic Faculty, a chair, or a dean held an appointment in a college or department that was dissolved and the college or department no longer exists, the Provost will call for five (5) representatives from different colleges and/or departments to review the application and report a recommendation to the Provost. The Provost forwards their recommendation and the five (5) faculty members' recommendation to the President. The President approves or denies the request and sends the decision to the Office of the Provost. The Office of the Provost communicates the recommendation to the individual who applied for Emeritus status.

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## **Applicable Forms and Websites**

[Emeritus Request](#)

## **Authority and Revisions**

**Authority:** TCA § 49-8-203

### **Previous Policy: Faculty Emeritus**

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.