

Effective: March 30, 2022

University Governance Non-Faculty Emeritus Policy

Approved: Cabinet and COT
March 30, 2022

RATIONALE FOR POLICY

To provide a procedure for nominating and conferring Millersville University executives, managers and administrators, and members of the Council of Trustees (COT) to emeritus status.

Eligibility

To be eligible for administrator emeritus status at Millersville University, an executive, manager, university administrator or member of the COT shall:

- Have retired as a full-time employee of Millersville University (COT are exempt from this requirement).
- Have served for a minimum of ten (10) years at Millersville University or at least five (5) years at Millersville University AND a total of ten (10) years in administrative service within PASSHE.
- As a lifelong designation, Emeritus status recognizes the achievements of those who have made meritorious contributions to the educational mission and programs of the University and served with high academic, civic, and ethical standards.
- The University, by action of the Council of Trustees, may revoke Emeritus Status at any time for good cause. Without limiting such discretion, revocation may occur when it is determined that the individual's conduct, before or after receiving the Emeritus designation, conflicts with the intent and spirit of the designation and/or causes harm to the University's reputation. The Council of Trustees are authorized to make the decision to revoke Emeritus Status. The Council of Trustees shall inform the affected individual, and shall notify the University President, for information purposes, as well as the appropriate dean or administrative officer. This section is intended to confirm the existing "at will" nature of Emeritus Status and thus applies to all individuals who currently hold Emeritus Status or may be granted such status in the future.
- Note: In the case of the University president, the PASSHE Board of Governors holds the emeritus granting authority under policy [Policy 2000-03-A: Conferral of Emeriti Status](#).

Procedure for Conferring Emeritus Status

- A. Executive (Vice President, Dean): Within one calendar year after acceptance by the president of the retirement of the executive, one of the remaining executives (Cabinet or Dean's Council), shall conduct the nomination of the executive to emeritus status. If a majority vote of the executives concurs, the nomination shall be forwarded to the president of the university with written justification describing why the individual should be awarded emeritus status.
- B. Manager (level 200 and above) or Administrator: Within one calendar year after acceptance by the president of the retirement of a university manager or administrator, the president/vice president of the eligible employee's division/department shall conduct the nomination of the manager or administrator to emeritus status. If a majority vote of the executives concurs, the nomination shall be forwarded to the president/division vice president of the university, with written justification describing why the individual should be awarded emeritus status.
- The president of the university may then recommend emeritus status for an executive, manager or administrator and present his/her recommendation to the Governance and Nominations Committee (G&N Committee) of the Council of Trustees for consideration. The G&N Committee may recommend emeritus status for a former trustee. If endorsed, by the G&N Committee, the recommendation will be presented at a regular meeting of the Council of Trustees for its action. Designation will require the approval of the COT, and in each case, a two-thirds majority will be required.
- Copies of the emeritus conferring letter will be sent to the McNairy Library, the Vice President for University Advancement, and the Vice President for Finance and Administration in order to provide notification that privileges are to be conferred.

Privileges

Emeritus recipients will contact the Office of Human Resources to make arrangements to receive an emeritus identification card. The emeritus ID card grants you the following privileges:

1. use university parking facilities with continued use of a faculty parking sticker;
2. use the university library and its services in the same capacity as employed faculty;
3. receive notification of university events through existing university publications;

4. participate in formal university functions such as commencement and join in academic processions;
5. retain privileges in attending university sports events, cultural affairs programs, and other entertainment events;
6. purchase lunch for yourself and guests in the university dining room used by employees; and
7. use the university recreational facilities at those times when other employees are scheduled to use them.