



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Procedure for Nominating and Granting Emeritus Status

Procedure Number 02-100

Commonwealth University of Pennsylvania

Responsible Office: Office of the President

Approved: Vice President of Administration April 4, 2024

Revised: November 13, 2024

1. Procedure Purpose

This procedure lays out the steps for nominating and considering a University employee for emeritus status, as well as detailing the privileges granted those who are granted emeritus status.

2. Content of Nominations

- 2.1. Nominations for emeritus status must include a summary of the individual's noteworthy teaching, scholarly, professional or other activities at the University, to include personal contributions beyond regular teaching duties, assigned duties or longevity of service, that enhance the reputation of the University or make significant major contributions to the University or the individual's profession.

3. Procedure for Nominating Faculty for Emeritus Status

- 3.1. **Nomination Timing:** Within one year of the retirement or resignation of the faculty member, they may be nominated for emeritus status by any member of the university community.
- 3.2. **Departmental Review:** The academic or other department in which the faculty member served in at the time of retirement or resignation may hold a vote on the nomination for emeritus status.
- 3.3. **Department Approval:** If a majority of the department approves the nomination, the Chair will forward it, along with comments if desired, to the Dean of the College.
- 3.4. **College Review:** The Dean of the College will review the nomination and forward it, along with comments if desired, to the Provost.

- 3.5. Provost Review: The Provost will review the nomination and forward it, along with comments if desired, to the President of the University. If necessary, the Provost may include a request for an exception to the time limitation on nominations.
- 3.6. Notification: The Department Chair will be informed of the President's decision to either grant or deny emeritus status.

4. Procedure for Nominating Athletic Coaches for Emeritus Status

- 4.1. Nomination Timing: Within one year of the retirement or resignation of the athletic coach, they may be nominated for emeritus status by any member of the university community.
- 4.2. Departmental Review: The athletic coaches at the campus the coach served at the time of retirement or resignation may hold a vote on the nomination for emeritus status.
- 4.3. Department Approval: If a majority of the athletic coaches of the campus approve the nomination, the Athletic Director for the campus will forward it, along with comments if desired, to the campus administrator overseeing campus athletics.
- 4.4. Administrative Review: The campus administrator or other designated individual will review the nomination and forward it, along with comments if desired, to the President of the University. If necessary, the campus administrator or designee may include a request for an exception to the time limitation on nominations.
- 4.5. Notification: The Athletic Director will be informed of the President's decision to either grant or deny emeritus status.

5. Procedure for Nominating Noninstructional Employees, Managers or Administrators

- 5.1. Nomination Timing: Within one year of the retirement or resignation of the noninstructional employee, manager or administrator, they may be nominated for emeritus status by any member of the university community.
- 5.2. Departmental Review: The department the individual served in at the time of retirement or resignation may hold a vote on the nomination for emeritus status.
- 5.3. Department Approval: If a majority of the members of the department the individual served in approve the nomination, the department supervisor will forward it, along with comments if desired, to the division vice president.
- 5.4. Administrative Review: The division vice president will review the nomination and forward it, along with comments if desired, to the President of the University. If necessary, the division vice president may include a request for an exception to the time limitation on nominations.
- 5.5. Notification: The department supervisor will be informed of the President's decision to either grant or deny emeritus status.

6. Privileges Afforded to Emeritus Upon Request

- 6.1. An email account administered by the University that designates the individual as an emeritus of the University.
- 6.2. A University identification card that designates the individual as an emeritus of the University.
- 6.3. A parking pass for select events and activities.
- 6.4. Access to campus publications.
- 6.5. Access to office space and use of facilities will be provided based on availability and the justification of ongoing voluntary or scholarly activities, as determined by the President or their designee.

7. Related Information

- 1.1. **Related Policies:** Interim Policy on Emeritus Status
- 1.2. **Related Procedures:** N/A
- 1.3. **Related Forms:** Emeritus Nomination Forms available from the Office of the President
- 1.4. **Frequently Asked Questions:** Frequently Asked Questions on Emeritus Status available from the Office of the President
- 1.5. **Other Related Information:** N/A

2. Responsible Office and Contact

- 2.1. **Responsible Office:** Office of the President
- 2.2. **Procedure Approved by:** Vice President for Administration
- 2.3. **Contact Information:** Vice President for Administration
- 2.4. **Email:** universityaffairs@commonwealthu.edu
- 2.5. **Telephone:** 570.389.4526

3. Procedure History

- 3.1. **Procedure History:** Issued as a new procedure on April 4, 2024, revised on November 13, 2024.
- 3.2. **Procedure Update/Review Summary:** Revised procedures for nomination to include notification of decision to grant or deny emeritus status.

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