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## Policy AC001: Emeritus Status

Recommended for Approval by:

A handwritten signature in black ink, appearing to read "Daniel Engstrom".

Daniel Engstrom, Ed.D.  
Interim Provost and Vice President of Academic Affairs,  
Pennsylvania Western University

Approved by:

A handwritten signature in black ink, appearing to read "R. Lorraine Bernotsky".

R. Lorraine Bernotsky, D.Phil., Interim President,  
Pennsylvania Western University

Effective Date: 08/07/2023

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### A. Intent

To provide recognition to retired faculty and academic administrators for their service to Pennsylvania Western University.

### B. Definition(s)

Academic Administrator: An individual who served as dean of a college or school, provost, and/or vice president for academic affairs.

Emeritus: An individual who is retired, but retaining an honorary title corresponding to that held immediately before retirement.

### C. Policy

Emeritus status signifies dedicated service to the university and demonstrates that, although retired from the university, the emeritus faculty member or emeritus academic administrator maintains a valued relationship with PennWest. An individual may only be granted emeritus status for their position as a faculty member or administrator. Such a status is deemed to be an honor of the highest order and is not to be conferred as a matter of due course, but rather is reserved for those whose service is most exemplary. Those with emeritus status are encouraged to continue their professional relationship with their still-active colleagues.

For purposes of eligibility, service to California University, Clarion University, and Edinboro University will be considered as served at Pennsylvania Western University.

Emeritus status from PennWest may be withdrawn or revoked by the President in cases where behaviors or actions by the recipient are in conflict with the values and ideals of the university, or which may bring the university into disrepute.

## **Eligibility**

Retired faculty members and academic administrators are eligible for emeritus nomination based upon the following criteria:

1. Minimum of ten (10) years of service with distinction to PennWest.
2. Retirement as a faculty member or academic administrator from PennWest.
3. An established record of distinguished performance in teaching and/or other forms of professional achievement. For faculty members, this will typically include distinguished performance in teaching and/or fulfillment of professional responsibilities; scholarship or creative endeavors; and/or service to the university, community, discipline, or profession. For academic administrators, this will typically include distinguished performance in the academic leadership of the university or college/school, including service to the State System.

## **Benefits of Emeritus Status**

For those who received emeritus status from California University, Clarion University, or Edinboro University, emeritus benefits awarded at the time of such appointment will be continued at PennWest.

Recipients of emeritus status at PennWest may request from the Office of the Provost, for emeriti faculty or the Office of the President for emeriti administrators, the following benefits:

- A university identification card indicating emeritus status
- Invitation to select ceremonies and special events of the university
- Admission to campus events where a university identification card provides complimentary admission.
- Announcement in select university publications and the mass media
- Name included in the University Catalog and other appropriate directories
- Receipt of select campus publications
- Library borrowing and interlibrary loan privileges, and access to library databases while on campus
- A parking pass
- Access to their pennwest.edu email account.

## **D. Procedure(s)**

1. The Office of Human Resources will provide members of the President's Executive Council (PEC), prior to September 20 of each year, the names of persons who had retired by August 31 of that calendar year, and who meet the ten-year service requirement from this policy. These names shall be forwarded to the appropriate academic department chairs or unit directors for consideration of emeritus nomination.

2. Academic departments may nominate faculty from the retirement list by majority vote. Nominations must be supported by a letter from the department chair or relevant director to the Senior Vice President for Academic Affairs and Provost by November 1. The Provost will provide a recommendation of those faculty to be awarded emeritus status to the President no later than December 1. For academic administrator nominations, the appropriate vice president will provide nomination recommendations to the President no later than December 1. All nominations are to address the criteria for emeritus status stated in this policy.
3. Members of the PEC may also provide independent nominations of faculty or academic administrators to the President no later than December 1 of each year.
4. The President will present their emeritus personnel actions to the Council of Trustees in the form of a report once decisions have been determined.

**E. Related policies**

User Account Retention Policy (IT009)

**F. Contact Information**

For additional information, please contact the Office of the Provost.

**G. Policy Review Schedule**

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.