

4.5.4 Guidelines for Awarding of Emeritus/Emerita Status

Source:

[BOARD OF REGENTS POLICY 2.11 TITLE OF EMERITUS OR EMERITA](#)

[Board of Regents Policy 2.11 *Title of Emeritus or Emerita*](#) allows the President at his or her discretion, to confer the title of emeritus or emerita on any retired faculty member or administrative officer who, at the time of retirement, had ten years of honorable and distinguished University System of Georgia (USG) service.

Institutions must develop and publish their own guidelines for award of emeritus/emmerita status. The Board of Regents policy specifies only that the retired faculty member must have “had ten or more years of honorable and distinguished service.” The following are expectations for institutions developing their guidelines for award of emeritus or emerita status.

- The conferral of emeritus/emmerita status is considered a distinctive honor, not a right, and is not automatic.
- The criteria for awarding the honor of emeritus/emmerita status must be clear.
- There must be a clear process for informing retirees of the requirements to apply for emeritus/emmerita status.
- Information about conferral of emeritus/emmerita status should be readily available on the institution’s website and in information generally provided to eligible persons planning for retirement.
- Emeritus/emmerita status can be awarded to both retired faculty and administrators.
- Conferring of the emeritus/emmerita title may be based on the candidate’s faculty or administrative rank at the time of retirement.
- Institutions must specify the institutional office or offices involved in the management of requests for emeritus/emmerita status.
- Institutions must specify who initiates the request for emeritus status, all of the processes that must be followed to result in the president of the institution recommending awarding of emeritus/emmerita status.
- The timetable to be followed in applying for emeritus/emmerita status must be clearly specified.
- Institutions must establish a time limit for applying for and awarding emeritus/emmerita status.
- While the Board of Regents policy specifies a minimum of “ten years of honorable and distinguished University System of Georgia (USG) service,” institutions must specify whether the service must be full-time, continuous leading up to retirement, and whether or not all or the ten years must have been served at the institution awarding emeritus/emmerita status.

- Institutions may specify whether emeritus/emerita status is available to faculty and administrators in both tenured and non-tenured status.
- Institutions must specify the benefits, privileges and recognition associated with emeritus/emerita status at the institution (see below).
- Nothing in the institutional guidelines may usurp the authority of the president of the institution to manage emeritus/emerita appointments and privileges.

Benefits, Privileges, and Recognitions that may be Associated with Award of Emeritus/Emerita Status

The following is a list of possible benefits, privileges, and recognitions that may be associated with emeritus/emerita status. None of these are binding on institutions, and institutions are not restricted to the listed benefits, privileges and recognitions.

- Certificate showing emeritus/emerita award and rank
- Inclusion in faculty/administrator listing on institutional emeritus/emerita web pages and the catalog
- Emeritus/emerita institutional photo identification card
- Continued use of institutional email
- Use of institutional software and technology resources
- Full library access (the same as active faculty), including remote access to electronic resources
- Eligibility to serve on graduate thesis or doctoral dissertation committees, project committees, or as non-voting members of institutional committees as appropriate.
- Continued use of institutional office space as appropriate when available.
- Parking privileges
- Use of institutional fitness facilities at no charge
- Invitations to participate in public ceremonies of the institution
- Invitations to certain departmental, college, and institutional events.
- Complimentary copies of institutional publications
- Ability to enroll and attend classes at no charge, subject to space availability and approval of the instructor and institution