



Policy Title:	Emeritus/Emerita Status
Policy Number:	FAST- 250
Revision Date:	October 2022
Policies Superseded:	N/A
Policy Management Area(s):	Human Resources and Equal Opportunity

SUMMARY:

Coastal Carolina University recognizes the important contributions to the institution that have been made by administrative faculty, presidents, and trustees who have rendered many years of dedicated service before retirement. This policy establishes framework through which the emeritus /emerita status may be granted to these deserving individuals.

POLICY:

A. FACULTY

See Faculty Manual

B. ADMINISTRATIVE FACULTY

Administrative faculty positions are generally senior administrators who perform work related to the management of the educational and general activities of the University for at least fifty percent of their work. For the purposes of this policy, administrative faculty refers to the executive leadership roles of vice president, provost, and/or dean.

1. Eligibility

Nominees for emeritus/emera status must meet the following criteria:

- a. Have achieved tenure at CCU;
- b. Have held academic rank at CCU for a minimum of 10 years in a full-time capacity with the University;
- c. Have retired or will retire from the University in the administrative position within one year of nomination;
- d. Have a record of substantial and sustained contributions to an academic discipline and CCU; and
- e. Have no adverse personnel decisions currently on file and no significant disciplinary history during the five years preceding retirement.

2. Nominations

Individuals considered for emeritus/emerita must be nominated. Nominations must be made during the year prior to the intended retirement date or up to one year after retirement. Self-nominations are accepted.

Nominations shall be made via a form. A curriculum vita and letters of support may be submitted with the form.

3. Procedure

- a. The administrative faculty member's immediate supervisor, or any member of the academic unit most closely associated with the administrative faculty member's discipline, may nominate any eligible member of the administrative faculty. Self-nominations are accepted.
- b. The nomination shall be submitted to the next-level supervisor of the nominated administrative faculty member. If that supervisor concurs with the nomination, it will be forwarded to the provost.
- c. If the provost concurs, the nomination will be sent to the president for approval.
- d. Approved nominations will be forwarded to the board of trustees for approval.
- e. Upon approval of the board of trustees, emeritus/emerita will be added to the academic rank or administrative title at the time of or following retirement, and the individual will be recognized at commencement.

4. Rights and Privileges

Emeritus holders may be eligible for additional privileges beyond those provided to other retirees. Upon request, privileges for emeriti faculty may include, but are not limited to attendance at commencement exercises, including marching in full regalia with other members of the emeritus faculty member's academic discipline, and listing in University catalogs and website.

The granting of privileges to emeriti faculty is subject to the needs of the University and the availability of University resources.

C. PRESIDENT

Refer to Board of Trustees Bylaws.

D. TRUSTEE

Refer to Board of Trustees Bylaws.

E. REVOCATION OF EMERITUS/EMERITA STATUS

Emeritus/emerita status may be revoked at any time at the discretion of the Coastal Carolina University board of trustees by a 2/3 majority vote of members present.

Revocation may occur when it has been determined that an individual's conduct, before or after emeritus/emerita status has been conferred, diminishes the University's reputation.