

# Westfield State University

Policy concerning:

**Section** Academic

**number** 1330

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APPROVED: August 2010

REVIEWED: October 2017

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## STAFF EMERITI STATUS

### PURPOSE

To state the criteria, selection procedures and entitlements of staff emeriti status.

### POLICY

#### A. DEFINITION

1. The designation of emeriti status is granted to those staff whose Westfield State University careers have been marked by distinguished, substantive achievement. Emeriti status is one of honor and recognition. It provides no remuneration or other tangible reward.

#### B. ELIGIBILITY CRITERIA

1. Staff who meet the following criteria may be considered for emeriti appointment.
  - a) Staff must have retired from full-time benefitted service at Westfield State University and must not be employed as a member of the regular staff of any other school, college, or university.
  - b) Staff must have served in a full-time capacity at Westfield State University for a minimum of 10 years.
  - c) Full-time staff must have demonstrated substantive, sustained achievement in their careers at Westfield State University in one or more of the following areas: service to students, service to their field, service to the university, and service to the community. Self-nominations must also include a letter of recommendation.

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## C. SELECTION PROCEDURES

1. An annual timeframe or calendar for the nomination, review, and designation process shall be publicly announced and distributed to the university community through the university email system and website. The annual nomination/selection cycle will also be provided to pending retirees upon their official notification to the university.
2. Nominations may be made by any member of the university community, including self-nominations, to the President. Nominations must be written, signed, and should provide detailed reasons for the conferring of emeriti designation. Nominations should respond to criteria included in section B.1.c of this policy. An updated resume is desirable. The standardized nomination form, available electronically, should be used.
3. After nominations are received, nominees will be notified by the President and will be given the option of providing additional information to the staff advisory committee.
4. After nominations have been received, they shall be reviewed by a staff advisory committee which shall consist of two APA members and two AFSCME members (one each from Unit I and Unit II) as chosen by these unions; and a staff member selected by the President. Advisory committee members shall serve two-year terms with selections staggered so that each year two or three members on the committee will be replaced. No more than one member from any department shall serve on the committee. (In the first year of this policy's implementation, three positions will be for two years and two positions will be for one year.) The staff advisory committee shall review all nominations, endorsing those candidates who in the committee's judgment, merit the emeriti designation. Following this review, the advisory committee shall forward all nominations, together with any endorsements it wishes to add, to the President.

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5. The President, upon receiving all materials as described above, shall make a recommendation to the Board of Trustees.
6. The Board of Trustees shall make the final decision regarding the awarding of emeriti status which is not subject to appeal.

## D. ENTITLEMENTS

1. Staff so designated may use the emeriti title as appropriate.
2. The granting of emeriti status is an honorary designation which entails no assigned duties, responsibilities, office space, assigned clerical staff, or remuneration.
3. Perquisites include but not be limited to stationery, library access, and an off campus email account.
4. The President may establish or eliminate any prerequisites as appropriate, so long as the effect of any of these upon full-time administrators or staff is consistent with the collective bargaining agreement, if applicable.

## REVIEW

This policy will be reviewed bi-annually by the President in consultation with the Emeriti Committee.