

FACULTY/LIBRARIAN EMERITUS(A) STATUS

PURPOSE

To state the criteria, selection procedures and entitlements of the emeritus(a) status.

POLICY

A. DEFINITION

1. The designation of emeritus(a) status is granted to those faculty or librarians whose careers as a Faculty or Librarian at Westfield State University have been marked by distinguished, substantive achievement. Emeritus(a) status is one of honor and recognition. It provides the entitlements listed in section D, but no further remuneration or other tangible reward.

B. ELIGIBILITY/APPLICATION PROCEDURES

1. Faculty or librarians who meet the following criteria may be considered for emeritus(a) appointment.
 - a) Served Westfield State University in a full time capacity for at least ten years; and
 - b) Retired or resigned from full-time service or died while in full-time service and is not employed as a member of the full time faculty or administration of any other school, college or university; and
 - c) While a Faculty member or librarian, demonstrated substantive, sustained achievement in one or more of the following areas: teaching, advising, scholarship, and professional service to the University, the community and/or the discipline.

C. SELECTION PROCEDURES

1. The Vice President, in consultation with the President, shall annually establish a timeframe or calendar for the nomination, review, and

Westfield State University

Policy concerning:

APPROVED: December 1992

Section	Academic
number	1220
page	2 of 3

REVIEWED: October 2025

designated process. The calendar will be publicly announced and

distributed to the University community and the retired faculty and librarians if there have been any changes in policy since the last notice.

2. Nominations or self-nominations may be made by any member of the university to the Vice President of Academic Affairs. Nominations must be written and signed, and must provide detailed reasons for the conferring of emeritus(a) designation. Nominations should refer to criteria included in section B.1.c of this policy. Self-nominations must also include a letter of recommendation. In all cases, an updated resume is required.
3. After nominations are received, they shall be reviewed by the Faculty/Librarian Emeritus(a) Committee. The committee shall consist of five tenured faculty members (rank of Associate or Full) selected by the MSCA chapter president, and one volunteer ex-officio faculty/librarian emeritus(a) member selected by the Committee for a one-year term. Full-time Faculty/Librarians on the Committee shall be selected for two-year terms with appointments staggered so that two or three faculty on the Committee will be replaced each year.

No more than one member of any department shall serve on the Committee. In the first year of policy implementation, three positions shall be for two years and two positions shall be for one year. The Faculty/Librarian Emeritus(a) Committee shall review all nominations, endorsing in writing those candidates who, in the Committee's judgment, merit the emeritus(a) designation. Following this review, the Committee shall forward all nominations, together with any endorsements it wishes to add, to the Vice President of Academic Affairs.

4. Upon receiving all nominations and any endorsements from the Faculty/Librarian Emeritus(a) Committee, the Vice President of Academic Affairs shall then forward a recommendation to the President of the University.
5. The President, upon receiving all materials as described above, shall make a separate recommendation to the Board of Trustees.
6. The Board of Trustees shall make the final decision regarding the awarding of emeritus(a) status which is not subject to appeal.

Westfield State University

Policy concerning:

APPROVED: December 1992

Section	Academic
number	1220
page	3 of 3

REVIEWED: October 2025

D. ENTITLEMENTS

1. Faculty or librarians so designated may use the emeritus(a) title as appropriate.
2. The granting of emeritus(a) status is an honorary designation which entails no assigned duties, responsibilities, office space, assigned clerical staff, or remuneration.
3. Perquisites include are not be limited to stationery, library access, and an off-campus email account.
4. The President may establish or eliminate any perquisite as appropriate, as long as the effect on any of these upon full-time faculty is consistent with the collective bargaining agreement.

REVIEW

This policy will be reviewed bi-annually by the Vice President for Academic Affairs in consultation with the Faculty/Librarian Emeritus(a) Committee.