Emeritus Status Guidelines and Procedures
(Finalized: August 11, 2010)

Introduction:

“The title of emeritus is a designation of distinction bestowed upon a retired faculty member who has held academic rank while serving in an academic, administrative or professional position or to a retired academic administrative staff member who has served in a position integral to the academic mission …” (Source: BOR policy 4:43) of South Dakota State University.

The lifetime title of Emeritus is an honor, designating a retired faculty or academic administrative staff member as having demonstrated a distinguished professional career and as having made significant contributions to South Dakota State University.

Eligibility:

Emeritus status is one of distinction and is not to be given automatically. It must be conferred by the South Dakota Board of Regents upon the recommendation of the university. To be eligible for emeritus status, the following requirements must be met:

Criteria for Retiring Faculty Members:

1. The individual must be retired or have requested retirement from an academic position;
2. The individual must possess at least ten (10) years of full-time, uninterrupted employment at South Dakota State University prior to retirement;
3. At the time of retirement, the individual must be a tenured Professor or Associate Professor; (this is a higher criteria than the minimums set by the BOR)
4. The individual must have distinguished themselves in one or more of the following areas:
   a. A substantive record of scholarly achievement commensurate with national and/or international standards within the specific discipline;
   b. A recognized record of outstanding teaching and educational contributions;
   c. Clear evidence of service to South Dakota State University beyond normal expectations.

Criteria for Retiring Academic Administrative Staff Members:

On rare occasion, emeritus status is conferred upon a retiring academic administrator who has distinguished him/herself through meritorious service to the academic mission of the institution. At a minimum, the administrator being recognized must have served the institution for ten (10) years or more and must have established a record of service that is broadly recognized across the campus (Source: BOR policy 4:43).
Other Considerations/Exemptions:

- Faculty and academic administrators entering into retirement as a result of a disability must meet the eligibility requirement standards listed above; however, they may be exempt from the ten-year requirement. Exemptions must be approved by the Provost before submission to the Board of Regents.
- This honorary title may be awarded posthumously.

Procedures:

The Department Head may request consideration of a faculty member to the Dean. The recommendation should include the results of a vote on the awarding of emeritus status taken from all department faculty. The Dean will then submit information and a recommendation concerning the faculty member’s eligibility to the Provost. The Provost will forward the recommendation to the Academic Affairs subcommittee on Faculty Awards who will make a recommendation to the Provost. The Provost will make the final university-level recommendation to the Board of Regents for their approval. Once all approvals are obtained, the Provost’s Office will formally notify the affected faculty member. These requests and approvals can occur throughout the year.

Privileges:

Colleges and departments are encouraged to invite emeritus faculty to departmental functions and to serve as guest lecturers or consultants, providing such faculty members an opportunity for continued visibility at the University as a reflection of their experience and past service. To this end, emeritus faculty may be provided the following privileges and courtesies:

1. Lifetime listing indicating this title in the University catalog and applicable directories.
2. Participation in University public ceremonies.
3. Invitation to march in Commencement processions.
4. By request, retention of email accounts and InsideState access so as to receive announcements and information regarding the University.
5. Retain faculty access to the Library, including all services normally provided to active faculty.
6. ID card indicating that they are emeritus allowing library privileges.
7. Eligibility to apply for a gold key parking permit.
8. Emeritus faculty are encouraged to participate in university events and are provided access to such events and the social and recreational resources of the university as normally provided to active faculty.
9. In accordance with the Guidelines for Office Space for Emeritus Faculty, as well as the recommendations of the Department Head and the Dean, and with the concurrence of the Provost, use of office and/or lab space, equipment, and other campus facilities to support scholarly work and/or educational activities.
Guidelines for Office Space for Emeritus Staff

Overview:
Given the fact that there are many needs for office and laboratory space, the needs of regular faculty must be addressed prior to those of emeritus faculty. *Emeritus faculty should only have office space if they are actively involved in post-retirement projects and/or servicing in a role that directly benefits the university.* It must be noted that space for emeritus faculty may not be consistently available across departments and colleges and therefore there is no guarantee that an emeritus faculty member will have his/her own space or a space in the immediate area of the department from which he/she retired.

Space Allocation Procedures:
1. The emeritus faculty member will request his/her space needs relative and specific to University activities directly to his/her Department Head or direct supervisor. The department head/supervisor is encouraged to identify departmentally controlled space appropriate to the needs of the emeritus faculty member and assign the space.

2. If space cannot be found in the department/unit, a request shall be made directly to the respective Dean or next level administrator. Again, the Dean/administrator is encouraged to identify and assign space under his/her control. For emeritus staff at the Dean or higher level, these requests will be determined by the Provost and Assistant Vice President for Facilities and Services.

3. Should no space be available at either the department or College levels, a request shall be made in writing by the department head or Dean to the Space Assignment Committee who will be responsible for reviewing university-level requests.

4. The Space Assignment Committee will consider all emeriti space requests once per year. Attempts will be made, when possible, to locate the individual near his/her department. Requests must be forwarded to the Assistant Vice President of Facilities & Services who chairs this committee no later than March 1 of each year.

5. Department Head/Dean will be notified through the Space Assignment Committee of the space assignment. This notice will include language that this space will be part of an ongoing review of space, and will also state that the assigned space is temporary only for the duration of the emeritus faculty member’s duties on campus.

6. University level office space assignments for emeriti will be evaluated every 2-3 years.
Special Resolution

WHEREAS, (name) _____________, Professor of ____________________, will retire effective (date) after ____ years of service to South Dakota State University and the Department/College of ____________________, and

WHEREAS, Professor ________________ has effectively served as (describe role) ________________, and

WHEREAS, Professor ________________ has been an outstanding ______________ and has inspired hundreds of students during his/her career to appreciate ________________, and

WHEREAS, Professor ____________ has provided key leadership to ____________________, and

WHEREAS, Professor ______________ has been responsible for ______________ at SDSU, and

WHEREAS, Professor ______________ has developed ________________, and

WHEREAS, Professor ______________ has brought distinction through his/her dedication and distinguished service to ________________________, and

WHEREAS, the Board of Regents and South Dakota State University wish to recognize Professor ______________ and express their appreciation for his/her many years of laudable service,

THEREFORE, BE IT RESOLVED, that henceforth, Professor ___________ will carry the title of Professor Emeritus of ________________, and as further recognition of his/her service, it is ordered that this resolution be spread on the minutes of this Board and that a copy thereof be forwarded to Professor ________________.

Adopted this ____ day of _____.

SOUTH DAKOTA BOARD of REGENTS

_____________________________
President

_____________________________
Vice President