

## 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 at Westfield State College have been marked by distinguished, substantive achievement. Emeritus/a status are one of honor and recognition. It provides no remuneration or other tangible reward.

#### B. ELIGIBILITY CRITERIA

1. Faculty or librarians who meet the following criteria may be considered for emeritus/a appointment.
  - a) Faculty or librarians must have retired from full-time service at Westfield State College and must not be employed as a member of the regular faculty or administration of any other school, college, or university.
  - b) Faculty or librarians must have achieved tenure during their employment and have served in a full-time capacity at Westfield State College for a minimum of ten years.
  - c) Faculty or librarians must have demonstrated substantive, sustained achievement in their careers at Westfield State College in one or more of the following areas: teaching, advising, scholarship, and professional service to the College, the community and the discipline. Self nominations must also include a letter of recommendation.

## C. SELECTION PROCEDURES

1. The Vice President, in consultation with the President, shall annually establish a timeframe or calendar for the nomination, review, and designated process. This calendar shall be publicly announced and distributed to the college community through the college email system and college website. The annual nomination/selection cycle will also be provided to pending retirees upon their official notification to the College.
2. Nominations may be made by any member of the college community, including self-nominations, to the Vice President, Academic Affairs. Nominations must be written, signed, and should provide detailed reasons for the conferring of emeritus/a 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 Vice President and will be given the option of providing additional information to the faculty advisory committee.
4. After nominations have been received, they shall be reviewed by a faculty advisory committee which shall consist of five tenured faculty (rank of Associate or Full Professor), elected by the faculty-at-large under the auspices of the MSCA chapter. Faculty shall be elected for a two-year term with elections staggered so that each year two or three faculty 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 faculty advisory committee shall review all nominations, endorsing those candidates who in the committee's judgment, merit the emeritus/a designation. Following this review, the advisory committee shall forward all nominations, together with any endorsements it wishes to add, to the Vice President, Academic Affairs.
5. The Vice President, Academic Affairs, upon receiving all nominations and any endorsements from the advisory committee, shall then submit his recommendations to the President of the College.

# Westfield State College

Policy concerning:

Section      Academic  
number      1220  
page         3 of 3

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

## 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 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 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 Emeritus/a Committee.