



# Emeritus Designation

OFFICE OF RECORD: Academic Affairs  
 RESPONSIBLE EXECUTIVE: Provost and Vice President for Academic Affairs  
 EFFECTIVE DATE: 09/16/19  
 LAST REVISION: 09/16/19

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## I. REASON FOR THIS POLICY

This policy and its procedures provide details for designating the title of Emeritus to a retired faculty member or academic administrator. Emeritus status is a privilege, not a right, and is given in recognition of sustained meritorious academic and professional service to Dakota State University.

## II. STATEMENT OF POLICY

### A. Eligibility for Emeritus Status

To be eligible for emeritus status, individuals must meet the following eligibility factors:

- i. Hold a full-time academic appointment as a(n):
  - university faculty member with primary responsibility of teaching, research, or service (or any combination of the three), or
  - academic administrator.
- ii. Hold any of the following ranks for at least five years prior to leaving the University:
  - professor or associate professor, or
  - professor of practice, or
  - librarian or associate librarian, or
  - research professor or associate research professor, or
  - executive, associate dean, or director of an academic unit.
- iii. Meet one of the following requirements for age/years of University employment:
  - age sixty or older with ten or more years in a full-time appointment, or
  - twenty-five or more years in a full-time appointment.

**B. Criteria for Awarding Emeritus Status**

- i. Substantial contribution to supporting and advancing the mission of the university;
- ii. Clearly demonstrated attributes of a highly effective member of the DSU community;
- iii. Demonstrated capacity to be a transformative role model within the university;
- iv. Outstanding character and personal drive as a contributing member of the DSU community;

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**III. DEFINITIONS**

**Emeritus:** Status granted to faculty or administrators who retire from the institution in good standing allowing the retention of the rank or title acquired prior to retirement.

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**IV. PROCEDURES**

**A. Selection Procedures**

The university will establish an Emeritus Selection Committee.

- i. Members will be appointed and charged by the University Provost.
- ii. There will be eleven members:
  - All members will be senior members of the campus community;
  - Members will be the Provost, the academic deans, and six members of the faculty (associate or full professor, or 10 years of continuous, full-time service to the university);
- iii. The members will review the nominees (open nomination process) and make a recommendation to the President for appointment. Request for appointment (nominations) may come from any request from a dean, vice president, director, or full-time faculty member.

**B. Approval of Emeritus Status**

- i. Emeritus Status is awarded by the President after reviewing the recommendations from the Emeritus Selection Committee.
- ii. The President may approve or disapprove the award of Emeritus Status apart from the normal eligibility criteria described above.
- iii. Timing of announcement, place and other logistical concerns are determined by the President.
- iv. A letter and a certificate are sent by the President to each individual awarded Emeritus Status. Copies of these letters are sent to the appropriate dean and vice president.

**C. Privileges of Emeritus Status**

The following privileges are available to a recipient of Emeritus Status in addition to the privileges accorded all retirees:

- i. Dakota State Emeritus ID Card;
- ii. Listing of title, department, campus, and educational affiliation in the Faculty/Staff Directory;
- iii. Additional parking options may be available;
- iv. Access Account for Internet services;
- v. Regular Faculty/Staff privileges at University Libraries;
- vi. Access to University recreational facilities;
- vii. Access to University athletic competitions without financial cost;
- viii. Faculty/Staff discount at bookstores;
- ix. Educational Privileges for self and eligible dependents as may be established by the university or Board of Regents.

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**V. RELATED DOCUMENTS, FORMS AND TOOLS**

SD BOR Policy 4:43, Faculty Designation