

# Board of Trustees of the Nebraska State Colleges

## Personnel

POLICY  
NAME: Emeritus Status

POLICY  
NUMBER: 5017

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### A. PURPOSE

To establish guidelines for granting Emeritus Status to faculty and staff who have retired from one of the Colleges.

### B. DEFINITIONS

1. **Emeritus Status:** An honor conferred by the Board to retired faculty or staff in recognition of their significant contributions and service.

### C. POLICY

#### 1. **Granting of Emeritus Status**

- 1.1. Emeritus Status may be granted by the Board, at its pleasure, to faculty or staff upon retirement.
- 1.2. Emeritus status is awarded by the Board to recognize faculty or staff who are nominated for their significant contributions and service to one of the Colleges.

#### 2. **Nominations**

- 2.1. Nominations for Emeritus status shall be made in writing, shall describe the full history of services and contributions to the College and shall provide justification for the nomination.
- 2.2. The President and Chancellor must support a nomination in order for the nomination to move forward for Board approval.
- 2.3. Should the nomination be approved by the Board prior to commencement activities at the end of the individual's final year of service to the College, Emeritus Status may be announced during the ceremony.
- 2.4. The written nomination shall include the following materials for consideration:
  - Completed nomination form with signatures of primary nominator and appropriate academic Dean or supervisor;

- Nominee's curriculum vitae (CV) or resume;
- Two (2) nomination letters from primary nominator (which may be an individual or group) and appropriate academic Dean or supervisor;
- Letter of support from the President that speaks to the nominee's effective teaching, scholarship/creative activities, service, leadership, and/or contributions during their years of employment at the College; and,
- Written recommendation of support from the Chancellor regarding the nomination.
- Additional letters of support regarding the nominee's qualifications and contributions may be included.

2.5 An individual may be nominated for Emeritus Status once their letter of retirement has been submitted and accepted by the College.

### **3. Criteria for Granting Emeritus Status**

3.1. The following are minimum criteria for consideration for the granting of Emeritus Status.

- Completion of a minimum of fifteen (15) years of full-time employment at the College;
- Exemplary performance in the areas of teaching, scholarship/creative activities, service, leadership and/or contributions during their years of employment at the College.

3.2. Because an individual meets the minimum criteria should not be considered adequate justification for recommending Emeritus Status.

### **4. Privileges of Emeritus Status**

4.1. Limited use of College facilities, as necessary, for the employee to continue professional contributions at the College, as determined by the President.

4.2. Access to wellness facilities, parking, College sponsored athletic and cultural activities on a basis comparable to current faculty and professional staff.

4.3. Recognition of Emeritus Status in appropriate College publications.

4.4. Use of College identification with Emeritus Status in communications with official groups/organizations.

4.5. Opportunities to be designated as a College representative to specified groups/organizations as determined by the President.

### **5. Responsibilities of Emeritus Status**

5.1. Continue to support and actively contribute toward the mission and purposes of the Colleges.

5.2. Maintain professional and personal standards which reflect positively on the Colleges.

**6. Rescission of Emeritus Status**

The Board reserves the right to rescind the Emeritus Status title and grants the Chancellor or President authority to rescind or alter Emeritus Status privileges granted pursuant to the terms of this policy or previous Emeritus Status policies.

**FORMS / APPENDICES:**

None

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**SOURCE:**

**Policy Adopted:** June 1993

**Policy Revised:** February 2005, June 2006, June 2009, January 2012, March 2016, March 2017, May 2022, January 2024 To be effective 7-1-2024