

<b>Responsible Official (Title):</b>	Associate VP for Human Resources
<b>Responsible Office:</b>	Human Resources
<b>Responsible Division:</b>	Administrative Services

## **Policy on Administrator Emerita and Emeritus Status (Interim)**

### **1. Policy Statement**

Administrator emerita/emergitus status is an honorary title awarded for distinguished service to the university community. The President may bestow the title on an administrator who is entering permanent retirement and who has served the university with distinction. The bestowal of administrator emerita/emergitus status is a distinctive honor, not a right.

### **2. Authority**

The University President has the authority to approve administrator emerita/emergitus status.

### **3. Scope/Applicability**

This policy applies to Administrator III or IV employees under the Management Personnel Plan, not covered under the Policy on Emerita and Emeritus Status, APM 399, which applies to tenured faculty or academic administrator.

### **4. Exclusions – n/a**

### **5. Supersedes – n/a. New policy.**

### **6. Definitions – n/a**

### **7. Policy Procedures**

#### **7.1. Eligibility**

- 7.1.1. Administrator emerita/emergitus status is limited to those individuals who hold an appointment as an Administrator III or IV under the Management Personnel Plan, and are entering permanent retirement.
- 7.1.2. A person may be bestowed the title of administrator emerita/emergitus when an individual has held the position of an Administrator III or IV for at least ten (10) continuous years at Fresno State immediately preceding retirement.
- 7.1.3. The granting of emerita/emergitus status will be based on evidence of extraordinary and exemplary contributions, advancement or positive impact to the university community.

**7.2. Procedures**

- 7.2.1. The appropriate division vice president, or equivalent, may originate a recommendation for the designation of administrator emerita/emeritus.
- 7.2.2. Each nomination for emerita/emeritus status with an administrative title shall be accompanied by a succinct statement to the President providing evidence of meritorious service and confirmation of years of service in the form of a recommendation from the appropriate division vice president, or equivalent.
- 7.2.3. Emerita/emeritus status may be bestowed posthumously.
  
- 7.2.4. Emerita/emeritus status is approved and granted by the President.
- 7.2.5. The President will notify the individual in writing of the conferral of the title(s) to be awarded.

**7.3. Titles**

- 7.3.1. The appropriate working title will be used, for example, "Associate Vice President Emeritus" or "Vice President for Administration Emeritus."

**7.4. Recognition and Privileges** – Emerita/emeritus administrator status shall be accorded the following privileges:

- 7.4.1. Awarding of emerita/emeritus status at the time of retirement;
- 7.4.2. Issuing a permanent ID card indicating status as an emerita/emeritus member;
- 7.4.3. Possession of a free campus parking permit;
- 7.4.4. Same library borrowing privileges as regular employees;
- 7.4.5. Access to campus recreational and social facilities;
- 7.4.6. Complimentary or reduced-priced admission to cultural and athletic events, at the discretion of the sponsoring group – the employee discount if there is one;
- 7.4.7. Authority to use emerita/emeritus designation on business cards;
- 7.4.8. Authority to use university affiliation and emerita/emeritus identification on scholarly books, journal articles, conference papers, and the like;
- 7.4.9. Invited participation in selected department, school and university functions;
- 7.4.10. Invited to serve in a consultative capacity to the department or university;
- 7.4.11. Attendance at public university functions and celebrations affirming the academic mission of the university such as commencement;
- 7.4.12. Receive university mailings, and maintain a university-provided email account.

**7.5. Revocation of Administrator Emerita/Emeritus Status:**

At the sole discretion of the university, emerita/emeritus status may be revoked at any time. Without limiting such discretion, revocation may occur when it is determined that the individual's conduct, before or after receiving the emerita/emeritus designation, conflicts with the intent and spirit of the designation and/or causes harm to the university's reputation. The University President has the authority to revoke emerita/emeritus status.

**8. Related Policies, Procedures, Information, Forms**

APM 399 – Policy on Emerita and Emeritus Status

**9. Contact Information**

If you have any questions, please contact the Department of Human Resources.

**10. Key Search Words** – emerita, emeritus, emeriti

**11. History/Revision Dates:**

VPA Draft: November 5, 2018

**12. Next Evaluation Date:** Three (3) years from date of approval

**13. Consultative Review by the Academic Senate:** Yes  No

**Purpose:** This policy establishes the requirements to award the honorary title of administrator emerita/emertus for distinguished service to the university community. As collegiality consists of a shared decision-making process, and the Academic Senate has primary responsibility to make recommendations to the University President on all university-wide academic policy issues, this policy will be sent to the Academic Senate for a consultative review.

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