

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 23

DATE:

April 17, 2012

RECOMMENDATION

ACTION REQUESTED

It is recommended that the Board of Regents approve revisions to the Emeritus Staff Status Policy.

Chapter 3.4.2.4. (see attached information)

STAFF SUMMARY

The Emeritus Staff Status Policy has been revised to reflect implementation changes. Coordination of the honor will be moved from the Academic Affairs Division to the Board of Regents Office.

FISCAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

The proposed Board action has been reviewed and is recommended for Board approval.

University Executive Officer

Date



Policies, Rules And Regulations

Effective Date	Date of Revision		
1-20-98	11-30-04 04-17-12		
Chapter Name	Chapter No.	Page	
EMPLOYMENT/AFFIRMATIVE ACTION	3.4.2.4	Page 1 of 1	
Issue			
EMERITUS STAFF STATUS			

UNIVERSITY POLICY STATEMENT

Retiring Administrative Professional (AP), Athletic Coaches (AC), Confidential Clerical (CC), Professional Technical (PT) or Clerical Secretarial (CS) staff members shall be eligible for emeritus staff status.

UNIVERSITY PRACTICE

Upon the recommendation of the University's President and the approval of the Board of Regents, a retiring Administrative Professional (AP), Athletic Coaches (AC), Confidential Clerical (CC), Professional Technical (PT) or Clerical Secretarial (CS) staff member who has served the University for at least fifteen (15) years, shall be granted emeritus staff status **if they have had a continuous level of exemplary service and performance to the University community.** The privileges granted to emeritus staff shall be set forth in the University's procedure manual.

RESPONSIBILITY FOR IMPLEMENTATION

The ~~President of the University~~ **Vice President and Secretary to the Board of Regents** or his/her designee has the overall responsibility for implementation of this policy. The ~~Executive Director of Human Resources~~ **Chief Human Resources Officer** is responsible for the administration of this policy.

SCOPE OF POLICY COVERAGE:

This policy covers all Administrative Professional (AP), Athletic Coaches (AC), Confidential Clerical (CC), Professional Technical (PT) and Clerical Secretarial (CS) employees of the University.

Authority for Creation or Revision

Minutes of the Board of Regents: January 20, 1998, para. .5325M. November 30, 2004, para. .6345M.



Policies, Rules And Regulations

Effective Date		Date of Revision		
1-20-98		11-30-04		
Chapter Name		Chapter No.		Page
EMPLOYMENT/AFFIRMATIVE ACTION		3.4.2.4		Page 1 of 1
Issue				
EMERITUS STAFF STATUS				

UNIVERSITY POLICY STATEMENT

Retiring Administrative Professional (AP), Athletic Coaches (AC), Confidential Clerical (CC), Professional Technical (PT) or Clerical Secretarial (CS) staff members shall be eligible for emeritus staff status.

UNIVERSITY PRACTICE

Upon the recommendation of the University's President and the approval of the Board of Regents, a retiring Administrative Professional (AP), Athletic Coaches (AC), Confidential Clerical (CC), Professional Technical (PT) or Clerical Secretarial (CS) staff member who has served the University for at least fifteen (15) years, shall be granted emeritus staff status. The privileges granted to emeritus staff shall be set forth in the University's procedure manual.

RESPONSIBILITY FOR IMPLEMENTATION

The President of the University or his/her designee has the overall responsibility for implementation of this policy. The Executive Director of Human Resources is responsible for the administration of this policy.

SCOPE OF POLICY COVERAGE:

This policy covers all Administrative Professional (AP), Athletic Coaches (AC), Confidential Clerical (CC), Professional Technical (PT) and Clerical Secretarial (CS) employees of the University.

Authority for Creation or Revision

Minutes of the Board of Regents: January 20, 1998, para. .5325M. November 30, 2004, para. .6345M.

EASTERN MICHIGAN UNIVERSITY

EMERITUS STAFF STATUS RECOMMENDATION

The Department of _____ recommends the awarding of **Emeritus Staff Status** for the following retiring/retired staff member:

Name of Staff Member: _____

Current Status of EMU: _____

Date of Hire at EMU: _____ Retirement Date: _____

Number of Years at EMU: _____ (Minimum of 15 years of service required)

Please complete the following information on the retiring staff member for whom you are submitting this recommendation. This information is needed for inclusion in the EMU Faculty/Staff/Student Directory.

Home Address: _____

Home Phone: () _____ Cell Phone: () _____

Email: _____

Degree(s)/Institutions/Year: Baccalaureate: _____

Masters: _____

Doctoral: _____

Please Attach a Statement of Support to this Form and Two Recommendation Letters.

Emeritus Staff status is contingent upon the approval of the Board of Regents. The above information will be kept on file in the Board of Regents Office.

Recommended by (please print) Date

Supervisor Date

Phone Number

Email Address

Dean or Vice President Date

Date Submitted to Board of Regents Office

Please forward this completed form to: Board of Regents Office
207 Welch Hall



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

EMERITUS STAFF STATUS RECOMMENDATION

The Department of _____ recommends the awarding of **Emeritus Staff Status** for the following retiring/retired staff member:

Name of Staff Member: _____

Current Status at EMU: _____

Date of Hire at EMU: _____ Retirement Date: _____

Number of Years at EMU: _____ (Minimum of 15 years of service required)

Please complete the following information on the retiring staff member for whom you are submitting this recommendation. This information is needed for inclusion in the EMU Faculty/Staff/Student Directory.

Home Address: _____

Home Telephone: (____) _____ E-Mail Address: _____

Name of Spouse: _____

Degree(s)/Institutions/Year: Baccalaureate: _____

Masters: _____

Doctoral: _____

Please Attach a Brief Statement of Support to this Form

Emeritus Staff status is contingent upon the approval of the Board of Regents. The above information will be kept on file at the EMU Foundation.

Recommended by (please print) Date

Department Head and/or Supervisor Date

Dean and/or Vice President Date

Provost Date

Date Submitted to Board of Regents

Please forward this completed form to: **Nicki Banush**
Academic Affairs, 106 Welch Hall