

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 28

DATE:

June 19, 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 and reflects an implementation change. Coordination of the honor remains in the Academic Affairs Division.

FISCAL IMPLICATIONS


None

ADMINISTRATIVE RECOMMENDATION

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

University Executive Officer

Date

Effective Date		Date of Revision			Policies, Rules And Regulations
1-20-98		11-30-04 06-19-12			
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 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.

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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: Provost and Vice President of Academic Affairs
106 Welch Hall



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

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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