

## **POLICY FOR GRANTING EMERITUS STATUS**

### **AT NEW JERSEY CITY UNIVERSITY (NJCU)**

All recommendations for emeritus status, without exception, must be received by the **NJCU Senate Executive Committee (SEC)**. The SEC forwards recommendations to the administration (Senate Constitution, Section 3c(6)).

### **ELIGIBILITY AND CRITERIA**

Officially retired members of the university community are eligible for emeritus status. Recipients of the Distinguished Service Award are not eligible. Any faculty member, administrator, or librarian who meets all of the criteria listed below is eligible.

All applicants:

1. Must have tenure at NJCU;
2. Must hold the academic rank (full) “Professor;”
3. Must have ten cumulative years of full-time service at NJCU;
4. Must have held the academic rank “Professor” at NJCU for a minimum of three full-time years. These three full-time years are included in the ten cumulative full-time years indicated in (3) above.

A faculty member, administrator, or librarian to be designated emeritus must have demonstrated commitment to the university, its mission and its students. He/she/they must have achieved distinction as a teacher and/or scholar and have made additional significant contributions to the university and community. He/she/they shall demonstrate evidence, **post-retirement**, of continuity in contributions to scholarship or creative activity, to teaching, and to the university and community.

### **GENERAL PROCEDURES**

Nominations for emeritus status must be received, in electronic format only, by the Senate office by **January 30<sup>th</sup> in the year the award will be granted**. The Senate administrative assistant shall immediately forward the nominee’s application to the University Senate Committee on Faculty and Professional Staff Affairs (FPSA). The Senate administrative assistant shall immediately notify the candidate that the nomination has been received.

The University Senate FPSA Committee shall have until April 1 of the spring semester to act upon any nomination. Should the committee not take any action, the nomination shall not go forward. The nomination may be re-submitted in the following year by the deadline indicated above.

1. Based on the criteria outlined above, the University Senate FPSA Committee will examine and evaluate evidence and credentials of all candidates and will forward names, both of nominees who were recommended and those who were not, plus a brief rationale for each decision of the committee, to the Senate Executive Committee (SEC) by April 1<sup>st</sup> of the year in which the award is to be granted. The SEC forwards the recommendations to the Provost.
2. The Provost will forward with a recommendation for each nominee within twenty days of receipt from the SEC, only the list of nominees formally recommended by the Senate pursuant to the stated procedures to the President for consideration.
3. The President will present the successful nominees to the Board of Trustees (BOT) for their approval, no later than the last BOT meeting of the current academic year.

Award(s) of emeritus status shall be announced at commencement and convocation in the same year in which the individual receives the award.

## **NOMINATION PROCEDURES**

The Senate solicits nominations for emeritus status from members of the university community. All nominations must provide the following:

1. A nomination letter containing evidence that the nominee is deserving of emeritus status. Self-nominations are allowed.

The nomination letter must include evidence of past accomplishments as well as evidence that the nominee has remained active and continues scholarly, creative, or professional activities. Such nominees will be considered most qualified for emeritus status.

2. A minimum of three letters of support from other past or current university employees that provide evidence of past and continuing scholarly or creative accomplishments, teaching, service (university or community), or professional/academic leadership.
3. A current résumé or curriculum vitae (CV) listing past and continuing accomplishments of the nominee in the areas of scholarly or creative

accomplishments, teaching, service (university or community), or professional/academic leadership.

## **PRIVILEGES**

Privileges for recipients of emeritus status shall be:

- Use of NJCU email address;
- Listing as “Professor Emeritus/Emerita” (with email address) on the website for their department;
- Listing in both the graduate and undergraduate catalogs;
- Full access to all services of the university library;
- Yearly invitations to Convocation and Graduation, with gown rental privileges equivalent to those of the current full-time faculty;
- An NJCU ID card;
- Parking privileges equivalent to those of the current faculty;
- Complimentary access to the athletic center and athletic events.