



POLICY & PROCEDURE DOCUMENT

NUMBER: 4.8800

DIVISION: Finance and Administration

TITLE: Staff Emeritus/a Status

DATE: November 1, 2016

Authorized by: Director of Human Resources

I. Purpose and Scope

Emeritus/a status is intended to award particular honor to a retired Western Kentucky University staff member in recognition of distinguished service to the institution throughout his or her career. This policy provides procedures for the nomination of the appointment of this status for staff members at the University and is applicable to all non-faculty employees. The recipients of this status are granted certain rights and privileges consistent with their honored service and commitment to the University community.

II. Policy

In order to be considered for emeritus/a status, a nominee must:

- have been employed in a full-time, non-faculty position at the University for at least 10 years
- have fully retired in good standing
- have made exceptional and positive contributions to the overall mission and function of the University, above and beyond that ordinarily accomplished

The designation of emeritus/a status is limited, privileged, and awarded only to those who have demonstrated the highest levels of commitment and passion to WKU.

III. Procedure

Recommendation for emeritus/a status shall originate with the department head or unit head of the nominee. Department/unit heads should recommend retired staff for emeritus/a status in a timely manner. The nominating department/unit head will obtain approvals for each nomination through administrative channels up to his/her vice president or division head. The department/unit head will then submit the nomination to the Staff Council Chair, who will forward the nomination to the emeritus/a review committee of the Staff Council. The Staff

Council review committee will present the nomination to the University President, who will make recommendations to the Board of Regents for action.

IV. Rights and Privileges

Once awarded emeritus/a status, honorees may use the title of Emeritus/a or Staff Emeritus/a. A position-specific title may be awarded in special circumstances (i.e. Registrar Emeritus, Bursar Emeritus, Vice President Emeritus, etc.) as deemed appropriate by the nominator, University President, or Board of Regents. Emeritus/a staff will be eligible for the benefits from the University accorded to retired staff members, including such things as a University identification card, library privileges, computing services, an email account, a parking permit, access to University recreational facilities, the on-campus dental and outpatient medical services available to other faculty members, purchase of tickets to academic and athletic events at the prevailing faculty rate, enrollment in University classes with benefits similar to active full-time employees, purchase of items at the WKU Store at the prevailing prices for faculty and staff. Staff emeritus/a recognition will be included in the annual Fall Break Brunch event and will be included in the annual emeritus luncheon honoring faculty and staff who have been appointed this notable status.

V. Related Policies

See also: 1.1033 [Emeritus/a Status \(faculty\)](#)