

## **Emeritus Status Policy**

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 or retrenched 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 of “Associate Professor” or (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

**University Senate Approved:** December 4, 2017

**SACC Approved:** March 28, 2018

**Senate Amended and Approved:** December 13, 2023

**SACC Approved:** December 2023

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- Yearly invitations to Convocation and Graduation, with gown rental privileges