

Policy 1318 Emeritus Staff

Date of Current Revision: April 2008
Responsible Office: Director of Human Resources

1. PURPOSE

James Madison University recognizes the important contributions to the institution that have been made by those staff members who rendered many years of dedicated service before retirement. This policy provides procedures for the appointment of emeritus status for staff members at the university.

2. AUTHORITY

The Board of Visitors has the authority to enact personnel policies for all employees of the university. Where it has not exercised that authority, it is delegated to the president.

3. DEFINITIONS

Staff Member:

Full-time classified employee.

4. APPLICABILITY

This policy applies to all emeritus staff designations at the university.

5. POLICY

In appropriate cases, retired staff members may be recognized by being designated as emeritus staff upon retirement.

6. PROCEDURE

6.1 Eligibility

A retired staff member is eligible for emeritus status if the individual has been an active, full-time employee (as defined above) for a minimum of 10 years at James Madison University, has retired in good standing, has been nominated in writing by a senior vice president, and has had that nomination approved by the president. It is intended to honor staff members who have made noteworthy contributions throughout their JMU career. Emeritus status is a privilege and not a right of any retired staff member.

6.2 Status as Emeritus

The emeritus status will be that held by the staff member once the written nomination has been approved. Emeritus status may be removed by the university at any time.

6.3 Privileges

An emeritus staff member has many of the same rights and privileges to use university facilities and to participate in university activities as an active full-time staff member. These include the use of recreational facilities, use of the libraries, a parking hang tag, access to university dining services meal plans, bookstore discounts, a JAC card, an email account, on-campus waiver of tuition, and participation in appropriate university events. Emeritus staff members do not normally receive remuneration, although they may be hired by the university on a part-time basis for a

limited time.

6.4 Procedures for designation

A senior vice president should contact Human Resources to determine a particular staff member's eligibility. Once the nomination is reviewed by Human Resources, the senior vice president should send a written nomination to the president.

6.4.1 When the President has approved the recommendation a letter will be sent to the recipient indicating their designation of emeritus staff.

6.4.2 A copy of this letter will be sent to Human Resources office for proper processing.

6.4.3 Human Resources will complete an Affiliate form for the employee.

7. RESPONSIBILITIES

A senior vice president is responsible for reviewing a possible nomination with Human Resources and for providing written nomination to the president.

Human Resources is responsible for reviewing all nominations for emeritus staff status eligibility.

8. SANCTIONS

None.

9. EXCLUSIONS

This policy does not apply to Instructional Faculty members, Administrative & Professional Faculty members, wage employees or part-time employees.

For information on emeritus status for instructional faculty or administrative & professional faculty, please see [Policy 2105](#).

10. INTERPRETATION

The authority to interpret this policy rests with the President, and is generally delegated to the Director of Human Resources.

Previous Version: June, 2006

Approved by the President: April, 2008

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