

## **Policy 2105 Emeritus Faculty**

**Date of Current Revision: April 2008**  
**Responsible Office: Office of the President**

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### **1. PURPOSE**

James Madison University recognizes the important contributions to the institution that have been made by those faculty members who rendered many years of dedicated service before retirement. This policy is designed to provide procedures for the appointment of emeritus status for faculty 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**

#### **Faculty:**

For the purposes of this policy, a person who is categorized either as instructional faculty or administrative & professional faculty.

#### **Instructional Faculty:**

The members of the faculty who have responsibilities that include teaching, research and service as the majority of their duties. Sometimes referred to as 'T&R Faculty'.

#### **Administrative Faculty:**

Administrative faculty members are required to perform work directly related to the management of activities of the university, department, or work unit. They typically exercise discretion and independent judgment and generally direct the work of others.

#### **Professional Faculty:**

Professional faculty members must possess advanced learning and experienced acquired by prolonged formal instruction and/or specialized work experience. This category includes such positions as counselors, librarians and other professional positions serving athletics, development functions or activities, education, research, or student affairs.

### **4. APPLICABILITY**

This policy applies to all emeritus faculty appointments, to include instructional faculty as well as administrative and professional faculty..

### **5. POLICY**

In appropriate cases, retired faculty members may be recognized by the award of emeritus faculty rank.

### **6. PROCEDURES**

#### **6.1 Eligibility for Instructional Faculty**

A retired instructional faculty member is eligible for emeritus status if the individual has served full-time for a minimum of 10 years on the James Madison University faculty, has attained the

academic rank of Lecturer, Assistant Professor, Associate Professor, or Professor, and has retired in good standing.

Emeritus rank is a privilege and not a right of any retired faculty member.

#### 6.2 Eligibility for Administrative & Professional Faculty

A retired administrative and professional faculty member is eligible for emeritus status if the individual has served full-time for a minimum of 10 years at James Madison University and has retired in good standing.

Emeritus rank is a privilege and not a right of any retired faculty member.

#### 6.3 Posthumous Eligibility

A faculty member may be approved for emeritus status posthumously, whether death is prior to retirement or after. If prior to retirement, the faculty member is eligible for emeritus status if all other criteria, other than retirement in good standing, are met.

#### 6.4 Rank as Emeritus

The emeritus rank will be that held by the faculty member once the written nomination has been approved.

#### 6.5 Privileges

An emeritus faculty member has many of the same rights and privileges to use University facilities and to participate in University activities as an active full-time faculty member. These include the use of recreational facilities, use of the libraries, access to university dining services meal plans, bookstore discounts, a JAC card, an email account, on-campus waiver or tuition, listing in the catalog, and other appropriate publications, and participation in appropriate university events.

Emeritus faculty members do not normally receive remuneration, although they may be hired by the university on a part-time basis for a limited time.

Retiring faculty members who have been granted emeritus status will be eligible for membership in the James Madison University Emeriti Association. They are also eligible to obtain a limited use emeritus parking decal.

#### 6.6 Procedures for appointment

Emeritus appointments are made by the Board of Visitors upon the recommendation of the President. Nominations for appointments to emeritus status are made by the appropriate academic unit head or director to the president through the dean or AVP and the appropriate division head. Recommendations should be accompanied by appropriate supporting data.

6.61 When the President has approved the recommendation for instructional or administrative and professional faculty, a letter will be sent to the recipient indicating their designation of emeriti status pending approval by the Board of Visitors.

6.62 A copy of this letter will be sent to the Provost office for proper processing.

6.63 The Provost office will complete an Affiliate form for the faculty member.

#### 6.7 Duration of appointment

Emeritus status is normally granted on a permanent basis. However, emeritus status may be removed by the university for cause at any time.

## 7. RESPONSIBILITIES

The academic unit head is responsible for nominating a retired faculty member for emeritus status.

For instructional faculty, the dean is responsible for making a recommendation on the nomination for emeritus status to the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs is then responsible for making a recommendation on the nomination for emeritus status to the President.

For administrative & professional faculty, the AVP or dean is responsible for making a recommendation on the nomination for emeritus status to the appropriate senior vice president. The senior vice president is then responsible for making a recommendation on the nomination for emeritus status to the President.

The President is responsible for recommending emeritus status for a faculty member to the Board of Visitors.

The Board is responsible for granting emeritus status.

## 8. SANCTIONS

None

## 9. EXCLUSIONS

This policy does not address the emeritus staff designation. See [policy 1318](#).

## 10. INTERPRETATION

The authority to interpret this policy rests with the President.

Previous version: December, 2007

Approved by the President: April, 2008

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## Index of Terms

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