

**Policy 2105
Emeritus Faculty**

Date of Current Revision: June 2022

Responsible Officer: Provost and Senior Vice President for Academic Affairs

1. PURPOSE

James Madison University recognizes the important contributions to the institution that have been made by 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 been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia § 23.1-1600; § 23.1-1301. The Board has delegated the authority to manage the university to the president.

3. DEFINITIONS

Academic Unit Head (AUH)

An academic department head, school director, or its functional equivalent of that position.

Administrative & Professional Faculty

Administrative faculty and professional faculty are normally referred to collectively, as both require advanced learning acquired by prolonged formal instruction and/or specialized training and work experience. However, the university recognizes administrative faculty and professional faculty as distinct position types.

Administrative faculty positions are generally senior administrators who perform work related to the management of the educational and general activities of the university for at least fifty percent of their work. Typically, administrative faculty serve in executive leadership roles such as vice president, provost, vice provost, dean, assistant or associate vice president, assistant or associate vice provost, or assistant or associate dean. Other administrative faculty roles can include (1) those responsible for the administrative direction of separately designated divisions or departments of institutional activity; (2) positions whose primary responsibility is to attract external funds; or (3) positions that are characterized by active, continuing involvement in formulating, interpreting, and implementing institutional policy and exercise substantial independence, authority, and discretion in areas such as program planning, design and allocation of resources. The organizational reporting relationship for administrative faculty is normally not lower than three levels below Executive Council positions. For Academic Affairs, this would include: Vice Provost/Dean (level 1), Academic Unit Head/Director (level 2) and Associate Director (level 3).

Professional faculty require advanced learning and experience acquired by prolonged formal instruction and/or specialized work experience. Typical professional faculty positions are librarians, counselors, coaches, physicians, lawyers, engineers, and architects. Other professional positions may support education, research, university life, and other such activities. Professional faculty positions must require the incumbent to regularly exercise professional

discretion and judgment and to produce work that is intellectual and varied and is not standardized.

Emeritus Faculty

A retired instructional faculty or administrative & professional (A&P) faculty member of the university who has been granted emeritus status by recommendation of the president and approval of the Board of Visitors.

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.

4. APPLICABILITY

This policy applies to all instructional, administrative & professional, and emeritus faculty.

5. POLICY

When an instructional or administrative professional faculty member meets the eligibility criteria set forth in this policy, retired faculty members may be recognized by the award of emeritus faculty status. Emeritus faculty status is a privilege and not a right, and it is awarded at the discretion of the university. No faculty member is entitled to emeritus status, and emeritus status may be removed by the university at any time for any legal reason.

6. PROCEDURES

6.1 Eligibility for Instructional Faculty

A retired instructional faculty member is eligible for appointment to emeritus status if the individual has served full-time for a minimum of ten years on the James Madison University faculty; has attained the academic rank of Instructor, Lecturer, Assistant Professor, Associate Professor, or Professor; has a record of noteworthy contributions throughout their JMU career; and has retired from James Madison University in good standing. The president has the flexibility to approve emeritus status for exemplary achievement alone, waiving the minimum of ten years' service requirement.

6.2 Eligibility for Administrative and Professional Faculty

A retired administrative and professional faculty member is eligible for appointment to emeritus status if the individual has served full-time for a minimum of ten years at James Madison University, has a record of noteworthy contributions throughout their JMU career, and has retired from James Madison University in good standing. The president has the flexibility to approve emeritus status for exemplary achievement alone, waiving the minimum of ten years' service requirement.

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 criteria, other than retirement in good standing, are met.

6.4 Rank as Emeritus

The emeritus rank will be commensurate with the rank held by the faculty member at the time the written nomination is 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 JACard, an email account, on-campus waiver of tuition, listing in the catalog and other appropriate publications, and participation in appropriate university events. Use of, or access to, these services is determined at the discretion of the service provider.

- a. Emeriti, as Affiliates of the university, are required to change their password regularly. Email notifications are sent periodically to remind individuals to change their password to avoid losing their eID account and email access permanently. Read more at [JMU eID – Electronic Identification](#). Emeriti email and eID accounts are removed when required password changes are ignored over a period of a year.
- b. Emeritus faculty members do not normally receive remuneration, although they may be hired by the university as an adjunct or wage employee after the required 26-week separation period following retirement. Emeritus faculty members who are not employed by the university will have affiliate status. See Policy [1337](#) – Affiliates.
- c. 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 Timing

A nomination for emeritus status may be submitted in anticipation of a faculty member's retirement to ensure the employee's timely transition to affiliate status without loss of services. The date of the employee's retirement must appear on the nomination form. Employees may be nominated up to three months in advance of, or up to one year beyond, their actual retirement date.

6.7 Procedures for Appointment

Emeritus faculty appointments are officially made by the Board of Visitors upon the recommendation of the president.

- a. Prior to initiating the emeritus faculty status process, the nominating office (typically completed by the AUH/director) must submit a separation ePAR to Human Resources and confirm the nominees' eligibility for such status with the Human Resources' Retirement Specialist.

- b. The following positions (in sequential order) make a recommendation to approve, or deny, emeritus status for the nominee by completing the Recommendation for Emeritus Status Request form online. Each recommendation shall include a justification.

- AUH/director
- Dean/AVP
- Appropriate vice president

The recommendations and justifications are submitted to the president for review and recommendation. The president will nominate vice presidents for emeritus status.

- c. If emeritus faculty status is approved by the president: The president's office verifies with Human Resources the hire date, retirement date, and address of faculty member. The president's office creates the letter of approval and submits it to the president for signature.

- The letter indicates the nomination is pending Board of Visitor approval.
- The nominated faculty member's name will appear on the Personnel Action Report for approval of emeritus status at the board meeting where their retirement also appears on the Personnel Action Report.
- Following the Board of Visitors approval of the faculty member's emeritus faculty status, the president's office will send an email to the recipient confirming the approval and copy the offices that received the original emeritus status letter.

If emeritus faculty status is denied by the president: The nomination form is returned by the president's office to the vice president, indicating denial. The vice president notifies the dean and AUH/director, and the AUH/director notifies the nominee.

- d. Once the status has been approved by the president, Payroll Services designates the person as emeritus in the Human Resources Management System (HRMS) upon receipt of the letter from the President. Note: Emeritus requests will not be processed until the separation ePAR has been received by Payroll and entered into the HRMS.

6.8 Duration of Appointment

Emeritus status is normally granted on a permanent basis; however, emeritus status may be removed by the university at any time for any reason, and an emeritus faculty member has no legitimate expectation for the status to be continued.

6.9 Removal of Appointment

Emeritus appointments may be removed at any time at the discretion of the university. A recommendation to remove emeritus status may be made to the appropriate vice presidency by the appropriate AUH/director, dean, or associate vice president. The vice president's recommendation on the removal of status will be sent to the president. Appropriate circumstances are not only limited to misconduct.

- a. If the president approves the recommendation for removal of emeritus status, a letter will be sent to the faculty member by the vice president indicating the removal of emeritus status, pending approval by the Board of Visitors.

- b. A copy of the notification letter approved by the president and signed by the vice president will be sent to the nominating department, Card Services, Parking Services, Payroll, and the JMU Emeriti Association. Payroll Services terminates the classified faculty member's emeritus affiliate status in the Human Resources Management System (HRMS).

7. RESPONSIBILITIES

Emeriti, as Affiliates, are required to change their password regularly to retain electronic services.

The AUH/director is responsible for submitting a separation ePAR, confirming the nominees' eligibility for emeritus status with the Human Resources' Retirement Specialist, initiating the nomination of the faculty member for emeritus status by making a recommendation to the dean/AVP, recommending removal of such status in appropriate circumstances, and completing the Affiliate Service Request form.

The dean/AVP is responsible for making a recommendation on the nomination for emeritus status to the appropriate vice president and for making recommendations for removal of such status in appropriate circumstances.

The appropriate vice president is responsible for making a recommendation on the nomination for emeritus status to the president and for recommending removal of such status in appropriate circumstances. Once approved by the president, the vice president is responsible for notifying the faculty member of the award of emeritus status. The vice president is also responsible for informing the emeritus faculty member of removal of such status, if circumstances are warranted.

The president is responsible for recommending emeritus status for a faculty member and for recommending removal of such status to the Board of Visitors in appropriate instances.

The Board of Visitors is responsible for granting and removing emeritus status.

All departments, offices, and employees that generate, receive, or maintain public records under the terms of this policy are also responsible for compliance with Policy [1109](#) – Records Management.

8. SANCTIONS

Sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment or expulsion from the university.

9. EXCLUSIONS

This policy does not apply to classified, wage, or other part-time employees. See Policy [1318](#) – Emeritus Staff.

10. INTERPRETATION

The authority to interpret this policy rests with the president.

Previous version: July 2021

Approved by the president: April 2008