

## POLICY FOR RETIRED EMPLOYEES'/EMERITI FACULTY PRIVILEGES

NAME: Retired Employees'/Emeriti Faculty Privileges  
ISSUING DEPARTMENT: Provost/Human Resources  
ISSUED DATE: November 24, 2009  
REVIEWED DATE:  
APPROVING AUTHORITY: Cabinet – December 4, 2009  
DATE REVISED:

### PURPOSE

The purpose of this Policy is to have a clear process for assigning privileges to all retired employees as well as those faculty granted emeritus status.

### SCOPE

This policy and procedure concerns all retired employees as well as those faculty granted emeritus status from Mansfield University of Pennsylvania.

### FORMS

No form necessary.

### RESPONSIBILITY

Provost's Office/Human Resources/President's Office

### RETIRED EMPLOYEES POLICY and PROCEDURE

Upon date of retirement, all retired employees will be eligible to receive the following privileges from Mansfield University:

- Admission to Mansfield University sponsored events.
- Use of Mansfield University's Decker Gymnasium pool (when available). Please consult with pool facility coordinator (570-662-4464).

The following requests can be directed to Human Resources Department:

- Use of meeting space (when available) for on-going research when that activity furthers the instruction of undergraduate or graduate students or directly contributes to the quality of programs and services at Mansfield University of Pennsylvania.
- Use of a Mansfield University email account.
- Use of Mansfield University Library facilities (during scheduled hours of operation).
- Use of Mansfield University's Kelchner Fitness Center (during scheduled hours of operation).
- Parking permit for any valid employee parking space at Mansfield University.
- Retired Faculty/Retired Staff identification card for Mansfield University.
- Use of Mansfield University letterhead template to be used to further the instruction of undergraduate or graduate students or directly contributes to the quality of programs and services at Mansfield University of Pennsylvania.

## EMERITUS FACULTY

### POLICY and PROCEDURE (revision of May 25, 2002 policy):

1. Each member of the faculty who retires from Mansfield University of Pennsylvania with 15 or more years of service may be considered for emeritus status.
2. Emeritus status shall be offered to those eligible retirees whose service is judged to have been honorable and of a consistently high standard.
3. Selection of a retired faculty member to be honored by the invitation to join the emeriti faculty shall be done in the following manner:
  - A. Any member of the faculty who has retired may be nominated for emeritus status by a tenured member of the current faculty or a member of the emeriti faculty.
  - B. Such nominations must be made in writing to the University provost, and should contain a statement which describes why the nominee is deserving of the honor.
  - C. The provost shall, in writing, poll the tenured faculty to seek their recommendation about whether or not to grant emeritus status to the nominee.
  - D. If the nominee receives a positive, majority vote of those tenured faculty responding to the poll, the president may recommend the nominee to the Council of Trustees for their consideration.
  - E. If approved by the Council of Trustees, the nominee shall be invited to accept the designation as emeritus faculty member of Mansfield University of Pennsylvania.
4. Those retired faculty who accept the designation of emeritus faculty shall, in addition to those privileges listed for all retired employees receive:
  - a. Listing in Mansfield University catalog as emeriti faculty.
  - b. Name listed on plaque of all emeriti faculty in North Hall.
  - c. Audited course tuition waiver as defined by policy "Request to Take Courses by Faculty Emeriti".
5. President's office shall notify all appropriate areas in order for the appropriate actions to be taken:
  - a. Update plaque in North Hall
  - b. Tuition waiver documentation
  - c. Catalog changes

### DISTRIBUTION

Provost's office will update their web page and will maintain any changes to the policy/procedure. MU Policies/Procedures Directory will be linked to the Provost's web page.