

**Effective:** December 14, 2022

## University Governance Non-Faculty Emeritus Policy

Approved: Council of Trustees  
December 14, 2022

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### RATIONALE FOR POLICY

To provide a procedure for nominating and conferring Millersville University executives, managers and administrators, and members of the Council of Trustees (COT) to emeritus status. The granting of emeritus status is a time-honored way for a university to give tangible recognition to retired executive staff and former members of the COT for distinguished service to the University. As a lifelong designation, Emeritus status recognizes the achievement of those who have made meritorious contributions to the educational mission and program of the University and served with high academic, civic, and ethical standards.

### Eligibility

To be eligible for emeritus status at Millersville University, an executive, manager, university administrator or member of the COT shall:

- Have retired as a full-time employee of Millersville University (COT are exempt from this requirement).
- Executives, managers, and university managers have served for a minimum of ten (10) years at Millersville University or at least five (5) years at Millersville University AND a total of ten (10) years in administrative service within PASSHE.
- COT Trustees must have served on the Millersville COT for a minimum of ten years and have demonstrated distinguished service to the University and System.
- The University, by action of the COT, may revoke Emeritus Status at any time for good cause.
- In the case of the University president, the PASSHE Board of Governors holds the emeritus granting authority under policy [Policy 2000- 03-A: Conferral of Emeriti Status](#).

### Procedure for Conferring Emeritus Status

- A. Executive (Vice President, Dean): Within one calendar year after acceptance by the president of the retirement of the executive, one of the remaining executives (Cabinet or Dean's Council), shall conduct the nomination of the executive to emeritus status. If a majority vote of the executives concurs, the nomination shall be forwarded to the president of the university with written justification describing why the individual should be awarded emeritus status.

- B. Manager (level 200 and above) or Administrator: Within one calendar year after acceptance by the president of the retirement of a university manager or administrator, the president/vice president of the eligible employee's division/department shall conduct the nomination of the manager or administrator to emeritus status. If a majority vote of the executives concurs, the nomination shall be forwarded to the president/division vice president of the university, with written justification describing why the individual should be awarded emeritus status.
  
- C. Council of Trustee: Within one calendar year of departure from the Council, the Governance & Nominations Committee (G&N Committee) may recommend emeritus status with written justification describing why the individual should be awarded emeritus status for a former trustee to the Council.
  
- Upon receiving an emeritus recommendation for an executive or manager, the president of the university may then recommend emeritus status to the G&N Committee of the COT for consideration.
  
- If endorsed, by a majority of the G&N Committee, the recommendation will be presented at a regular meeting of the COT for its action. Designation will require the approval of the COT, and in each case, a two-thirds majority will be required.
  
- Copies of the emeritus conferring letter will be sent to the McNairy Library, the Vice President for University Advancement, and the Vice President for Finance and Administration in order to provide notification that privileges are to be conferred.

### **Privileges**

Emeritus recipients will contact the Office of Human Resources to make arrangements to receive an emeritus identification card. The emeritus ID card grants you the following privileges:

- Recognition on the Millersville University website;
- Maintain use of Millersville University email address;
- Receive notification of university events through existing university publications;
- Participation in formal university functions such as commencement and join in academic processions;
- Other privileges as approved by the President or designee.