

Florida Gulf Coast University
Emeritus Faculty Criteria and Procedures
Proposed revision 10-2-08

Eligibility for Emeritus¹ Status

The designation of ~~emeritus~~ Emeritus Faculty is awarded to retired faculty members who have advanced the academic mission of Florida Gulf Coast University through meritorious teaching, scholarship and service.

Eligibility Criteria for Emeritus Status ~~includes:~~

- In order to be awarded Emeritus status, the faculty member must be retired from FGCU. Faculty members who select to enter the Phased Retirement Program or the Deferred Retirement Option Program (DROP) are eligible for conferral of this award upon completion of these programs.
- ~~Obtained the status of Professor or University Librarian upon retirement from FGCU~~ Prior to being nominated for Emeritus status, the faculty member must hold the status of Professor or University Librarian.
- At the time of retirement, the faculty member must have completed a minimum of twenty (20) years of active full-time academic service in higher education, with a minimum of ten (10) years at FGCU. Periods of leave with pay will count toward years of service (for example, sabbatical leave or administrative leave).
- The faculty member must have a record of demonstrated excellence in teaching, scholarship, and service.
- The faculty member must have a record of demonstrated commitment to FGCU's mission.
- A faculty member who has not attained the rank of Professor/University Librarian, and/or who has not achieved the minimum of ten (10) years of service at FGCU, may be recommended for Emeritus status by his or her academic department if the faculty member has made exceptional contributions to FGCU through teaching, scholarship, service, and (if applicable) administration.
- ~~Demonstrated excellence in teaching~~
- ~~Demonstrated excellence in scholarship.~~
- ~~Demonstrated service to the university, the community, and professional discipline.~~
- ~~Demonstrated commitment to the mission of the University~~
- ~~Provided a minimum of 10 years of service to the University~~
- ~~Completed a minimum of 20 years of service to higher education.~~

~~Exception: a nomination for emeritus faculty may be made for a faculty member who has not attained the rank of Professor/University Librarian or has not achieved the minimum of 10 years~~

¹ The terms Emerita or Emeritae (pl.) have been used in the past for women, but are rarely used today.

of service, provided that the faculty member has made exceptional contributions to the university through teaching, scholarship, and service.

Procedures for Selection of Emeriti Faculty²

- Submission of a letters of nomination for Emeritus status, as well as subsequent consideration for conferral of this status, shall be carried out prior to the faculty member's retirement. In exceptional circumstances, and with prior approval of the Dean or Director of the academic unit, nominations and consideration for conferral of this status may be carried out subsequent to the faculty member's retirement.
- Nominations for emeritus faculty designation must be initiated by a faculty member ~~other than the nominee~~ and submitted ~~through to~~ the chair or director of the nominee's academic ~~unit~~ department.
- The chair or director of the nominee's academic department is responsible (in collaboration with the nominator) for compiling the documentation needed to support the award according to the eligibility criteria listed above. This documentation must, at a minimum, include the nominee's current *curriculum vitae* and may include additional supporting documentation.
- Within thirty (30) working days after receipt, the chair or director of the nominee's academic department must forward the letter of nomination, including along with the faculty candidate's current *curriculum vitae* and any additional supporting documentation, to the unit's Peer Review Committee for evaluation and recommendation. ~~to the Peer Review Committee of the nominee's unit.~~
- ~~The College Peer Review Committee makes recommendation to the College Dean.~~ Within thirty (30) working days after receipt of the nomination and supporting documentation, the Peer Review Committee must forward these documents to the unit's Dean or Director, along with a letter in which the Peer Review Committee recommends either for or against the awarding of Emeritus status based upon a majority vote of the Committee's members. In either case, the Peer Review Committee's letter must briefly evaluate the candidate's record as a faculty member in accordance with the eligibility criteria listed above.
- Within thirty (30) working days after receipt of the nomination letter, supporting documentation, and Peer Review Committee recommendation, the Dean must forward this package of materials, along with a letter expressing his or her recommendation, to the Provost.
- ~~The College Dean recommends the emeritus faculty candidate to the Provost.~~
- ~~If the nomination is endorsed by the Provost, then the recommendation is referred to the President for approval.~~ Within thirty (30) working days after receipt of the package of materials, the Provost will submit a letter expressing his or her recommendation to the FGCU President, who will make the final decision on the nomination.
- ~~The President will forward the nomination, along with a letter expressing his or her decision, to the Board of Trustees for final approval.~~
- ~~New emeriti Emeriti faculty will be recognized at commencement.~~

² Emeritus faculty nominations submitted for consideration prior to approval of the revised criteria and procedures provided in this document shall be evaluated in accordance with the criteria and procedures in force at the time of the nomination's submission.

- Successful candidates will be awarded the title Emeritus immediately upon retirement, and shall receive a letter to this effect from the President.

Rights and Privileges of Emeriti Faculty

Emeriti are a valuable resource to Florida Gulf Coast University. Their collective knowledge and experience serves as an important asset to the academic mission of the University; and hence, they shall be afforded the following privileges to continue their relationship with the institution they have helped to advance:

- New emeriti Emeriti faculty are recognized at commencement.
- Full faculty rights and privileges in the FGCU Library
- Full faculty rights and privileges to attend university social, cultural and athletic events;
- Invitations to participate in public ceremonies, commencement, processions, and convocation;
- Listing in the commencement program;
- Listing in the college catalog and other publications in which all faculty and administrators are listed;
- Attendance and privilege to speak at all Faculty Senate meetings;
- If space is available, access to and use of university office space and research laboratories;
- Placement on mailing list for university news publications;
- Permanent university ID card;
- Eligibility for research and other grants with the approval and cooperation of the appropriate department;
- Eligibility to participate in campus seminars, colloquia, lectures, ad hoc committees, and other scholarly pursuits;
- Use of university recreational/social facilities in accordance with university policy;
- Permanent university email address;
- Right to purchase a faculty/staff parking permit

Responsibilities of Emeriti Faculty

Emeriti Faculty are encouraged to be a resource for their department, college, and the university. The university encourages the voluntary continued participation of emeriti in the academic community.

- Emeriti are expected to follow university rules and regulations while exercising their rights and privileges on campus.
- Emeriti should be reasonably available to participate, when invited, in general university functions, such as commencement, alumni, department, and other events when their presence would benefit the institution.

- Emeriti should be reasonably available to act as mentors for faculty and students, when requested to do so, to confer their years of experience for the benefit of the college community.
- Emeriti should serve as good-will ambassadors for the university.

Titles of Emeriti

The emeritus title awarded will be the highest title held by faculty. For the purpose of address and listing in university and college publications, the title of Professor Emeritus or Librarian Emeritus will be used.