

## Florida Gulf Coast University Emeritus Faculty Criteria and Procedures

### **Eligibility for Emeritus<sup>1</sup> Status**

The designation of Emeritus 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:

- 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.
- Prior to being nominated for Emeritus status, the faculty member must hold the rank of Associate Professor or Associate University Librarian or higher.
- At the time of retirement, the faculty member must have completed a minimum of seven (7) full years of service 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.

### **Procedures for Selection of Emeriti Faculty<sup>2</sup>**

- Submission of a letter 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 to the chair or director of the nominee's academic 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 include the nominee's current *curriculum vitae*, a statement of career accomplishments that

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

<sup>2</sup> 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.

specifically addresses the eligibility criteria for awarding of *Emeritus* status and any additional relevant 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, along with the faculty candidate's current *curriculum vitae*, statement of career accomplishments and any additional relevant supporting documentation, to the unit's Peer Review Committee for evaluation and recommendation.
- 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.
- 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.
- Successful candidates will be awarded the title Emeritus corresponding to their rank (Professor Emeritus, Associate Professor Emeritus, Librarian Emeritus, Associate Librarian 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 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, Associate Professor Emeritus, Librarian Emeritus, or Associate Librarian Emeritus will be used.