

Awarding of Emeritus Status**FP: 108**

Revision Approved:	Faculty Senate	May 29, 2012
	Board of Trustees	June 13, 2012
	Faculty Association Approval	September 11, 2020
	Board of Trustees	September 15, 2020
EFFECTIVE DATE: September 15, 2020		

The title of Emeritus is awarded to faculty who have distinguished themselves throughout their career at the University. Criteria for eligibility include:

1. Service in a full-time faculty position at National Louis University for at least 15 years.
2. Age 62 years or older
3. Retirement from the university or submitted notification of retirement.
4. Achievement of the rank of at least Associate Professor or its equivalent (as determined by the Provost's Office).
5. Sustained and distinguished professional contributions in the areas of teaching, scholarship or service that have advanced the status of National Louis University. Sustained and distinguished professional contributions is defined as in FPE and Promotion/Tenure criteria.
6. Affirmative recommendation by the College Promotion and Tenure Committee and the Institutional Promotion, Tenure and Recognition Committees, and recommendation by the nominee's dean and/or immediate supervisor, where applicable.
7. Approval of the Provost, President, and the Board of Trustees.

Exceptions may be made by the President to the above criteria.

Process:

A faculty member or administrator may nominate eligible Faculty for consideration. Written nomination letters and current vita should be sent electronically to the Provost's Office. The Provost's Office will coordinate the process. Nomination letters and vita will be forwarded to the chairs of the appropriate College Promotion and Tenure Committee and the Institutional Promotion, Tenure and Recognition Committee. The College Promotion and Tenure Committee shall review the nomination and make a recommendation to the Institutional Promotion, Tenure and Recognition Committee. The Institutional Promotion, Tenure, and Recognition Committee shall review the recommendation and consider each nominee's qualifications further. During their review and deliberations, the College Promotion and Tenure Committee and the Institutional Promotion, Tenure and Recognition Committee may request

any additional information that is deemed necessary to make an appropriate decision. The Institutional Promotion, Tenure and Recognition Committee shall make its recommendation concerning each candidate to the Chief Academic Officer on or before June 1 of each year. The Chief Academic Officer shall review the recommendation and forward his or her recommendations to the President. The President shall request ratification of the decision to award emeritus status to each individual from the Board of Trustees. Whenever possible, successful nominees shall be notified within six weeks of the Board of Trustees' decision of their emeritus status.

Privileges of Emeritus Status:

The University shall provide the emeritus faculty member with the following privileges:

1. Listing in the University Catalog, the Faculty Handbook, the University website and all official faculty registers with the designation of "Emeritus."
2. Non-voting membership in the Faculty Association and faculty organization of the college in which he/she has most recently served; Serve as a non-voting member on committee(s) by invitation.
3. The right to participate with other faculty in ceremonial academic activities such as commencement and convocations.
4. Lifelong National Louis University tuition benefits of one course per term (for credit or audit) for the faculty with emeritus status.
5. Shared use of work space where facilities permit.
6. Eligible for all retirement benefits as per Administrative Policy.