

Missouri Western State University

Policy Name: Emeriti Faculty	Date Approved: August 18, 2022
Policy Category(ies): Faculty	Date Effective: January 1, 2023
Policy Number: [intentionally left blank]	Date Last Revised: 06/24/2009
Approval Authority: Board of Governors	Date Last Reviewed: August 11, 2022
Responsible Office/Official: Office of the Provost	Recommended Review Cycle: 5 years

I. Policy Statement

Missouri Western State University appreciates its retired faculty and desires to recognize distinguished service and distinction at the University by conferring the honorary title of emeritus/emerita to a retiring member of the faculty or in anticipation of the retirement of a faculty member, effective upon formal retirement in good standing.

II. Applicability

This policy applies to University officers, deans, faculty, and administrative officials.

III. Definitions

None

IV. Procedures

A. Criteria

The title of Professor Emeritus/Professor Emerita is not automatically conferred upon retirement. It is a privilege, not a right, and is based on the following criteria:

- 1) The faculty member has indicated the desire to receive emeritus status;
- 2) The faculty member has at least 10 years of continuous, distinguished service to the University;
- 3) The faculty member has a substantive and cumulative record of commendable performance as demonstrated by one or more of the following:
 - Research, scholarship, and/or creative work commensurate with national and/or international standards
 - Noteworthy teaching and educational contributions
 - Significant service to the University; and

- 4) Tenured and non-tenured faculty must hold the rank of Professor or Senior Instructor at the time of retirement.

B. Recommendation Materials and Review and Approval Process

Candidates' recommendation materials are to include a current curriculum vitae, which lists achievements with evidence such as awards, publications, acknowledgements, or other honors and two narratives which outline the recommendation rationale, one from the departmental faculty and one from the department chair. Recommendation materials must be submitted to the dean of the candidate's college during the individual's final year under contract, but no earlier than March 1 of that year. If the dean supports the nomination, his/her written recommendation along with the candidate's recommendation materials will be forwarded to the provost.

Recommendations must be forwarded to the provost for consideration by April 1.

If the provost supports the nomination, his/her written recommendation along with the candidate's recommendation materials will be forwarded to the president for consideration. If the president supports the nomination, it will then go to a vote of the Board of Governors, who may bestow emeritus status on the retiring faculty member. Typically, recommendations will be presented by the provost to the Board of Governors during its first regular meeting after the conclusion of the academic year.

The conferring of these titles is subject the final approval of the Board of Governors.

Emerit faculty are expected to uphold the Missouri Western mission and vision in their professional activities. The University may revoke emerit status, however conferred, at any time for good cause.

C. Notification

The Office of the Provost will be responsible for notifying those retiring faculty members who have been granted emerit status.