

# North Dakota State University

## Policy Manual

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### SECTION 361 EMERITUS TITLES

SOURCE: SBHE Policy Manual, Section 430.2

1. Eligibility. Faculty, senior administrators, and professional staff are eligible for emeritus status. Employees who choose early retirement are eligible for emeritus status. If approved, the term "emeritus" will modify the final title held by the employee prior to retirement.
2. Process. A request for emeritus status must be made within one year of retirement. The unit in which the employee is housed will recommend emeritus status to the unit's supervisor; the unit supervisor will forward the request to the appropriate Dean or Vice President with a recommendation to either approve or deny the request. If the Dean or Vice President denies the request, no further action will be taken. If the Dean or Vice President approves the request, the request will be forwarded to the appropriate President's designee for final approval. The appropriate designee will notify the President of employees granted emeritus status.
3. Evaluation. Evaluation criteria will include length of service to the institution; significance of contribution to the department, college, NDSU, or State of North Dakota; degree of eminence of scholarly or creative works. Candidates must have been employed at NDSU for a period of at least ten years to be considered.

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#### HISTORY:

Amended	September 16, 1983
Amended	September 1998
Amended	February 2006
Amended	November 21, 2016