Policy *361* Version *2* *10/05/2016*

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** ***ndsu.policy.manual@ndsu.edu*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  | 361 EMERITUS TITLES |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 |
| * Is this a federal or state mandate? [ ]  Yes X[ ]  No
* Describe change: Changes are proposed in an effort to clarify the policy and streamline the approval process.

  |
| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * Office of the Provost
* canan.bilen.green@ndsu.edu
 |
| ***This portion will be completed by Mary Asheim.***Note: Items routed as information by SCC will have date that policy was routed listed below. |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):**
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| **Senate Coordinating Committee:** |  |
| **Faculty Senate:** |  |
| **Staff Senate:** |  |
| **Student Government:** |  |
| **President’s Cabinet:** |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**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