



Policy Number: IV.03  
Policy Level: Operating Policy  
Originally Issued: April 4, 2013  
Reviewed: September 23, 2016  
Reviewed: January 11, 2023  
Revised: March 11, 2024  
Revised: August 11, 2025  
Policy Owner: President

Policy Implementation: Provost/VP of Academic Affairs and Student Services

## Faculty Emeritus

### I. Policy Statement and Purpose

Athens State University recognizes the important contributions that have been made by those faculty members who rendered many years of dedicated service before retirement. This policy provides procedures for the nomination of the appointment of emeritus status for faculty members at the University. It is intended to honor faculty members who have made noteworthy contributions throughout their career at the University. Emeritus status is a privilege and is not a right of any retired faculty member.

This policy applies only to full-time faculty members and does not include part-time or adjunct faculty.

### II. Criteria and Procedure

Upon recommendation of the academic department, the President of Athens State University may confer the title of “Emeritus” or “Emerita” upon retiring faculty members in recognition of their outstanding contributions.

To be eligible for such consideration, an individual generally should have at least fifteen (15) years of honorable and distinguished service as a full-time faculty member at Athens State University. In some cases, faculty members with fewer than 15 years might be considered if their records have been very good.

To nominate a faculty member for emeritus status, the Division Head of the nominee’s academic department should forward a letter of recommendation to the Provost and President. The letter should state the nominee’s years of service, and should state clear reasons for the nomination that demonstrate the nominee’s service has been consistently noteworthy. The letter should also establish that the nomination is supported by a majority of faculty members in the academic department. A current CV for the nominee must be included with the letter.

The Provost and President may consult with the Dean of Colleges or other administrators as needed. The award of emeritus or emerita status shall be made by the President, and the President will inform the Board of Trustees.



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### **III. Recognition and Privileges**

The title of “Emeritus” or “Emerita” is an honorary distinction and provides for no remuneration or tangible benefits to the conferee. The President may call upon the individual so honored to provide counsel, or to serve in various roles and/or capacities for the enhancement of the University.

Faculty members who are granted Faculty Emeritus status shall have campus privileges that include

Recognition as Faculty Emeritus at the next opportunity that the University Faculty and Staff convene (ex., retirement reception, graduation, fall convocation).

Faculty privileges for campus activities and for using campus facilities.

Mailing notices of faculty functions and social gatherings.

Faculty Library privileges.

Athens State photo identification card indicating Emeritus status.

Mailing of appropriate Athens State publications.

Honored in appropriate University publications.

Bookstore discounts.

Printing discounts.

University email access.

Voluntary participation in commencement exercises

Invitations to University functions, including those at the Alabama Center for the Arts and other sites.

### **IV. Responsibility for this Operating Policy**

#### **Policy Owner**

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President remains the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every three years or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Cabinet and approved by the University President. This policy will be updated/published in the University’s Policy Library.

#### **Responsibility for Policy Implementation**



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The President has assigned the responsibility of implementing this policy to Provost/Vice President for Academic Affairs and Student Services.