



**LP 1.4**

**Effective:**  
3/17/2017

**Revised:**  
9/20/2023

**Policy Owner:**  
Board of Trustees

**Policy Administrator:**  
VP for Business and Administration,  
Director of HR

**Affected Parties:**  
Employees

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# Staff Emeritus/Emerita Status

THE LANGUAGE USED IN THE LANDER POLICY FOR ADMINISTRATION AND STAFF DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND LANDER UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. LANDER RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT. LANDER UNIVERSITY'S OFFICE OF HUMAN RESOURCES HAS THE AUTHORITY TO INTERPRET THE UNIVERSITY'S HUMAN RESOURCES POLICIES.

## 1 Policy Statement and Purpose

Lander University recognizes the important contributions made by staff members who have given many years of dedicated service prior to retirement. This policy provides procedures for the conferring of Staff Emeritus/Emerita status, a title of distinction, upon retired staff members who have made considerable meritorious contributions consistent with the mission and vision of Lander University throughout their careers. Emeritus/Emerita status is an earned honor and a privilege and is not automatically conferred upon retirement.

This policy applies only to classified, full-time, non-faculty employees.

## 2 Criteria

To be considered for Staff Emeritus/Emerita status, a retiring staff member must meet the following criteria:

- 2.1 Retirement from full-time employment in good standing.
- 2.2 A minimum of 15 years of full-time employment at Lander University.
- 2.3 A history of considerable meritorious contributions to higher education, Lander University, the local community, and/or the State of South Carolina consistent with the mission and vision of Lander University.
- 2.4 Nomination by the candidate's supervisor, director, or vice president.

### 3 Procedure

- 3.1 During March of each year, the Staff Senate chair shall consult with the Department of Human Resources to obtain a list of all staff who have retired or are expected to retire in the current academic year.
  - 3.1.1 With approval from the president, nominations and approval for Staff Emeritus/Emerita status may be expedited to accommodate retirements that occur at the end of the fall semester.
- 3.2 The Staff Senate chair shall inform all classified employees of the list of candidates.
- 3.3 Nominations for Staff Emeritus/Emerita status may be made by the retiring faculty member's supervisor, director, or vice president.
- 3.4 The Staff Senate shall establish a Review Committee for Staff Emeritus/Emerita Status to review and evaluate nominations based on the criteria outlined above and may recommend candidates for Emeritus/Emerita status for consideration by the Staff Senate.
- 3.5 The Staff Senate may recommend Staff Emeritus/Emerita status for as many candidates as are deemed eligible via a majority vote of the senators. This may include all, one or more, or none of the candidates.
- 3.6 A list of approved candidates receiving a majority vote of the senators shall be submitted to the director of human resources and the president for review and final approval.
- 3.7 Upon conferral of Staff Emeritus/Emerita status on the candidates approved by the president of Lander University, Staff Emeritus/Emerita members shall be eligible for all the rights and privileges afforded under this policy.

### 4 Recognition and Privileges

Retiring staff employees who are granted Staff Emeritus/Emerita status shall have special campus privileges, outlined in the *Emeritus/Emerita College Recognitions and Privileges* document published on the university's policy page.<sup>1</sup>

### 5 Revocation of Emeritus/Emerita Status

Emeritus/Emerita status may be revoked at any time at the discretion of the president of Lander University. Revocation may occur when it has been determined that an individual's conduct,

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<sup>1</sup> Lander University policies page: <https://www.lander.edu/about/university-policies>

before or after Emeritus/Emerita status has been conferred, diminishes the reputation of Lander University.

## 6 Responsibility for this Operating Policy

### 6.1 Policy Owner

As part of the initial approval of this policy by the Lander University Board of Trustees, the president is 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 four years or more frequently, as needed.

### 6.2 Responsibility for Policy Implementation

The president has assigned the responsibility for implementing this policy to the director of human resources, under the direction of the vice president for business and administration.

## 7 Policy Revision History

- First draft of policy approved by the Board of Trustees on 3/17/2017.
- Submitted to Board of Trustees Policy Committee for four-year review by Policy Coordinator on 3/23/2023.
- Reviewed and revised by Board of Trustees Policy Committee on 3/28/2023.
- Reviewed and revised by Policy Coordinator on 4/11/2023.
- Approved by the Lander University Board of Trustees on May 2, 2023.
- Revised to remove mandatory six-month waiting period prior to conferring Emeritus/Emerita status (previously, Section 3.7) on 5/9/2023.
- Added Section 3.1.1 to accommodate early or mid-year retirements on 9/20/2023.
- Added “the Director of Human Resources and” to 3.6 to verify that an employee is in “good standing” on 11/8/2023.
- Reviewed by the Policy Committee with minor revisions, including the replacement of “and” with “and/or” in Section 2.3 on 11/16/2023.
- Approved by director of human resources on 11/20/2023.
- Approved by Lander University Board of Trustees on 12/12/2023.