



## Staff Emeritus/Emerita Status

### LP 1.4

**Effective:**  
3/17/2017

**Revised:**  
3/17/2017

**Policy Owner:**  
Board of Trustees

**Policy Administrator:**  
Human Resources Director

**Affected Parties:**  
Employees

**Table of Contents:**

- I Statement & Purpose
- II Criteria
- III Procedure
- IV Recognition & Privileges
- V Revocation of Emeritus/ Emerita Status
- VI Responsibility for this Operating Policy

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.

## I 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 staff members, who are defined as any classified, full-time, non-faculty employees. This policy does not apply to faculty members or part-time employees.

## II Criteria

In order to be considered for Staff Emeritus/Emerita status, a nominee must meet the following criteria:

- Retirement from full-time employment in good standing.
- A minimum of 15 years of full-time employment at Lander University.
- A history of outstanding contributions and exemplary service to higher education, Lander University, the local community, and the State of South Carolina.
- Nomination by the candidate's supervisor, director, or vice president.

## III Procedure

- A. During March of each year, the Staff Senate Chair shall consult with the Department of Human Resources to obtain a list of all staff retirees for the current academic year.



## Staff Emeritus/Emerita Status

- B. The Staff Senate Chair shall inform all classified employees of the list of candidates.
- C. Nominations for Staff Emeritus/Emerita status may be made by the candidates' supervisors, directors, or vice presidents.
- D. 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 to the Staff Senate.
- E. 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.
- F. A list of candidates receiving a majority vote of the senators shall be submitted to the President for review and final approval.
- G. A mandatory waiting period of six months after retirement is required prior to conferring Emeritus/Emerita status.
- H. Upon conferral of Staff Emeritus/Emerita status on the approved candidates by the President of Lander University, Staff Emeritus/Emerita members shall be eligible for all the rights and privileges afforded under this policy.

## IV Recognition and Privileges

Retiring staff employees who are granted Staff Emeritus/Emerita status shall have campus privileges that include:

- Membership in the Emeritus/Emerita College group
- Access to Emeritus/Emerita-only activities
- Public recognition<sup>1</sup>
- Receipt of an award letter
- Listing as "Emeritus/Emerita" in all appropriate university publications
- Inclusion in university mailing list for announcements, event invitations, and campus news
- Eligibility for appointment to university advisory committees
- Discounted admission to employee social events and lectures<sup>2</sup>
- Library privileges
- Special ID card
- Access to computer labs<sup>3</sup>
- Discounted admission to sporting events
- Discounted admission to performing arts events
- Ability to audit courses without cost<sup>4</sup>



## Staff Emeritus/Emerita Status

### V 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, before or after Emeritus/Emerita status has been conferred, diminishes Lander University's reputation.

### VI Responsibility for this Operating Policy

#### A. 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 three years or more frequently, as needed.

#### B. 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.

---

<sup>1</sup> Announcement at public ceremony or event. Emeritus/Emerita names will be added to a plaque for display at the university.

<sup>2</sup> Subject to availability of space.

<sup>3</sup> As long as it does not conflict with student or other faculty and staff activities.

<sup>4</sup> Subject to availability of space, the consent of the instructor, and college policy. Individual course fees are not waived.