

Guideline G5-112A: Appointment of Emeritus Administrative Officers

Revision 0. Effective Date: December 13, 2022

I. Purpose and Scope

A. Purpose

To provide guidelines for retirement of University Administrative Officers receiving an emeritus appointment associated with the University's Policy 5-112, Retirement and Retiree Benefits.

B. Scope

This guideline applies for all University non-Faculty Employees.

II. Definitions

The following definitions apply for the limited purposes of this Guideline.

- A. The definitions of Employee-related terms provided in Policy 5-001 apply for purposes of this guideline, including the following: "Benefits-eligible Position", "Employee", "Faculty" and "Staff" or "Staff Member."
- B. The definitions of "Administrative Officers" and "Other General Administrative Officers" provided in Policy 5-112 apply for purposes of this guideline.

III. Guideline

A. Administrative Officers

Policy 5-112 provides for the appointment of Administrative Officers to emeritus status. Administrative Officers may be appointed to emeritus status by the University's Board of Trustees on recommendation of the Employee's cognizant vice president, the chief human resource officer, and the University president.

B. Other General Administrative Officers

Policy 5-112 provides for the appointment of Other General Administrative Officers to emeritus status. Other General Administrative Officers who have

twenty (20) or more years of service with the University and have held a position with institution-wide authority may be appointed to emeritus status by the university's Board of Trustees on recommendation of the Employee's cognizant vice president, the chief human resource officer, and the University president.

C. Other Staff Members

Staff members who have not held an Administrative Officer or Other General Administrative Officer position are not eligible for emeritus status.

D. Benefits for Employees with Emeritus Appointments

Benefits for Employees with emeritus appointments are described in Guideline G5-112C. Benefits for all Employees and retired Employees are subject to change from time to time, without prior notice.

E. Process for Appointment

Administrative Officers and Other General Administrative Officers. A recommendation letter written by the Employee's cognizant vice president requesting the emeritus status is submitted to the chief human resource officer. The chief human resource officer submits the VP recommendation letter with an approval letter to the university president. The university president approves the recommendation in writing and returns it to the CHRO. The CHRO submits the documentation to the Board of Trustees for final approval.

IV. Policies, Rules, Procedures, Guidelines, Forms and other Related Resources

A. Policies/ Rules

1. Policy 2-005: Officers of the University
2. Policy 5-001: Employee Definitions
3. Policy 5-112: Retirement and Retiree Benefits
4. Policy 6-301: Appointments, Annuities, and Retirement

B. Procedures, Guidelines, and Forms

1. G5-112B: Retirement and Retiree Benefits, Basic Retiree Benefits
2. G5-112C: Retirement and Retiree Benefits, Additional Benefits for Emeritus Retirees

C. Other related resource materials [reserved]

V. References

A. [reserved]

VI. Contacts

A. Guideline Owner (primary contact person for questions and advice): the University's Director of Benefits

VII. History

A. Revision 0. Effective Date December 13, 2022.

1. Legislative History