



Administrator Emeritus Recognition Policy

Policy #:	AA016.1
Policy Type:	University
Responsible Executive:	VP for Academic Affairs
Responsible Office:	Academic Affairs
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Latest Revision:	July 8, 2020
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I. Policy Statement

Administrator Emeritus recognition is reserved to honor, in retirement, administrators who have made distinguished professional contributions and have rendered significant academic or administrative service to the University (e.g., dean emeritus of the college of health sciences or vice president for student affairs emeritus). Recipients from the University's administrators will have served the University as a full-time employee for a minimum of ten years.

Administrator Emeritus appointees may be provided support for their continuing work including a University email account, a parking hang tag, assistance in preparing grants and special projects, access to needed information from segments of the university community, and library access. Office space, pending availability, may also be provided with approval of the appointee's department head, vice president, or University President.

Recipients are subject to all University rules, policies, and regulations. Administrator Emeritus appointments are continuous for the life of the recipient but may be revoked if the holder's conduct is seriously prejudicial to the University or the University System or is a deliberate infraction of law or commonly accepted standards of morality.

II. Purpose of Policy

The University of Louisiana System Board of Supervisors has established a policy on the awarding of emeritus titles (https://s25260.pcdn.co/wp-content/uploads/2017/11/Chpt_3_III_XIII_Emeritus_Titles_8_26_2011.pdf). Under it, awarding of emeritus titles is an administrative responsibility granted to the University President in all cases except for president emeritus, which is granted solely to the System President. This policy establishes the relevant University criteria and procedures required by the System policy.

III. Applicability

Administrators who have served the University as full-time employees for at least ten years are eligible for administrator emeritus designation.

Minimum criteria for administrator emeritus designation are:

- A. Clear evidence of outstanding administrative services that have significantly advanced the University in its mission;
- B. Recognized record of meritorious professional achievement, growth, and development; and
- C. Clear evidence of university service beyond the normal or ordinary expectations.

Meeting the minimum criteria, however, should not be considered adequate justification for awarding administrator emeritus status.

IV. Definitions

Administrator – A dean in the Division of Academic Affairs or a vice president.

Nominator – Full-time University employee who (1) is one of the following - a tenured faculty member with the rank of professor; a dean in the Division of Academic Affairs; a school director in the Division of Academic Affairs or (2) a University non-academic division budget unit head who reports directly to the vice president of that division.

Nominee – An administrator who has been nominated following established procedures for the conferment of the emeritus title (see procedures below).

Review Committee – A committee appointed by (1) the Vice President for Academic Affairs (VPAA) for the purpose of reviewing and making a recommendation for the awarding of emeritus status to a nominee in the Division of Academic Affairs or (2) the University President for the purpose of reviewing and making a recommendation for the awarding of emeritus status to a nominated vice president. The nominator may not serve on the Committee.

- A. For nominations of a dean, the committee shall be chaired by the Associate Vice President for Academic Affairs and include one dean from the Division of Academic Affairs, one Faculty Senate Executive Committee member, and one professor from the nominee's college.
- B. For nominations of a vice president, the committee shall include the vice presidents (excluding the nominated vice president) and a representative from the Staff Senate (if nomination is for non-academic vice president) or a representative from the Faculty Senate Executive Committee (if nomination is for an academic vice president). The President will appoint one of the vice presidents to chair the committee.

V. Policy Procedure

- A. A candidate may not initiate his/her nomination nor seek support for the same.
- B. All persons in any way associated with the nomination and approval process for the conferment of the emeritus title must treat the matter in confidence. In particular:
 - 1. nominations for the conferment of the title must be submitted without the knowledge of the nominee
 - 2. the nominee must not be notified until the nomination has been approved by the University President
- C. Reviewers shall consider nominations for the conferment of the emeritus title. In so doing they shall consider:
 - 1. the degree of distinction of the administrator's contributions to the University and the extent to which they have advanced the University in its mission,
 - 2. other forms of service to the University,
 - 3. the period of time during which such contributions and services were made or rendered to the University by the nominee throughout their employment at the University and not only while as an administrator, and

4. documentation that the nominee has been employed at the University full-time for at least ten years.
- D. Reviewers may seek further and supporting information about the nominee from others, excluding the nominee.
- E. Submission of Nominations (in compliance with the university's commitment to shared governance)

1. Nominations for Dean Emeritus

Nominators must submit nominations, including supporting documentation, to the University President through the Vice President for Academic Affairs.

As part of the University's commitment to shared governance, the Vice President for Academic Affairs will form a Review Committee and forward the nomination packet to its chair.

The Dean Emeritus Review Committee chair will make the nomination packet available for review by each Committee member and will convene the Committee to deliberate the nomination.

Members will vote for or against awarding emeritus status to the nominee using a secret ballot; the chair will report the tabulated results and any comments from the Committee members to the Vice President for Academic Affairs.

The Vice President for Academic Affairs will send his/her recommendation along with the results from the Review Committee's vote and the nomination packet to the University President.

2. Nominations for Vice President Emeritus

Nominators must submit nominations, including supporting documentation, to the University President (see Section XI).

As part of the University's commitment to shared governance, the University President will form a Review Committee and forward the nomination packet to its chair.

The Vice President Emeritus Review Committee chair will make the nomination packet available for review by each Committee member and will convene the Committee to deliberate the nomination.

Members will vote for or against awarding the emeritus status to the nominee using a secret ballot; the chair will report the tabulated results and any comments from the Committee members to the University President.

- F. If the University President approves the nomination, a written notification will be sent to the recipient announcing the awarding of the administrator emeritus title.
- G. Copies of the notification will be sent to the nominator, the recipient's supervisor, the Staff Senate President or the Faculty Senate President (as applicable), the Director of Human

Resources, the Director of Information Technology, and the Office of Marketing and Communication.

- H. For all purposes of courtesy and on ceremonial occasions, the recipient shall be regarded as an honored affiliate of the University but shall not, due to such an honor, be regarded as an employee.
- I. Following the notification, the recipient's division will submit to the Undergraduate and Graduate Catalog Coordinators information necessary to have the honoree listed in the "Faculty and Administrative Emeriti" section of each of the catalogs.
- J. A non-academic recipient may be
 - 1. asked to represent the University in recruiting, ceremonies, and/or community work
 - 2. serve in an advisory capacity
 - 3. given other honors as available

An Academic recipient may

- 1. represent the University in recruiting, ceremonies, and/or community work
 - 2. serve as an associate member of graduate student committees but may serve as the graduate student's committee chair if officially appointed and had begun chairing the committee prior to retirement with the continuing approval of the program director/coordinator and the Graduate School Dean
 - 3. continue to teach in workshops and guest lectures
 - 4. serve in an advisory capacity for accreditation documents, course development, and advisory councils
 - 5. march in commencement in a group of professors who lead the faculty
 - 6. receive other honors as available
- K. If the conduct of the holder of an administrator emeritus position is believed to be seriously prejudicial to the University or the University System or is a deliberate infraction of law or commonly accepted standards of morality, a person aware of these actions will notify the University President of them. This notification will be done in writing and will include any supporting information. The University President will form an *ad hoc* committee of at least three individuals to review the accusation. These people will include the vice president of the holder's division, the Staff Senate President or Faculty Senate President (as applicable), and the Director of Human Resources.

The committee, chaired by the Director of Human Resources, will at a minimum review the information provided in the accusation and will interview the emeritus holder. Other information may be collected as deemed appropriate. The administrator emeritus holder will be offered the opportunity to review all such information before meeting with the committee. The administrator emeritus holder is entitled to have an individual present while meeting with the committee but that person may only serve in an advisory capacity and may not question the committee or address it. After hearing from the administrator emeritus, the committee will deliberate in executive session and develop a recommendation.

The chair of the committee will then notify the University President of the committee's recommendation and will provide minutes of all meetings. The University President will then decide whether to revoke the administrator emeritus status from the individual. If that is the decision, the University President will notify the individual, the nominator, the recipient's vice president (if applicable), the Director of Human Resources, and the Director of Information Technology.

VI. Enforcement

The Vice President for Academic Affairs is responsible for enforcement of this policy.

VII. Policy Management

Vice President for Academic Affairs will be the Responsible Executive for the management of this policy. The Vice President for Academic Affairs will be the Responsible Officer in charge of maintaining and disseminating it.

VIII. Exclusions

N/A

IX. Effective Date

This policy is effective on July 8, 2020.

X. Adoption

This policy is hereby adopted on this 8th day of July, 2020.

Recommended for Approval by:

Approved by:

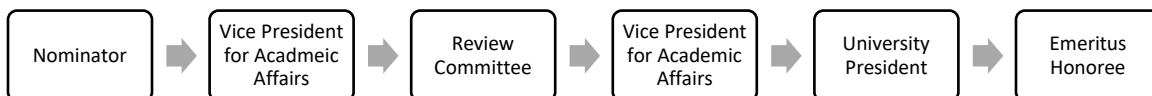
Dr. Alberto Ruiz, Vice President for Academic Affairs

Dr. Edwin Litolff, Interim President

XI. Appendices, References and Related Materials

University of Louisiana System, Faculty and Staff, Chapter III, Section XIII (https://s25260.pcdn.co/wp-content/uploads/2017/11/Chpt_3_XIII_Emeritus_Titles_8_26_2011.pdf)

Path for nomination of emeritus dean:



Path for nomination of emeritus vice president:



XII. Revision History

Original Adoption Date: December 12, 2007

Reviewed January 29, 2014; March 14, 2017

Revised July 8, 2020: Revisions include: placed on new policy template; split the current policy into two policies (faculty emeritus recognition and administrator emeritus recognition); expanded policy statements to include all related rules; expanded definitions for clarity; revised procedures to include the Staff Senate for a non-academic administrator nomination; revised review procedures to include a Review Committee; specified duration of the emeritus appointment to be for the remainder of the recipient's life; added a provision that appointments can be revoked.