

OFFICE OF THE CHANCELLOR  
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

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SUBJECT: FACULTY EMERITUS

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**PURPOSE:** To establish a policy for University administration and faculty to ensure that Emeriti are treated with respect and be provided the opportunity to be recognized and to continue their scholarly activities in accordance with this policy.

### GENERAL POLICY

#### Eligibility:

Professor Emeriti is a distinguished honor reserved for faculty who have completed an extensive career at Louisiana State University at Alexandria, demonstrating their value, and having left full employment of the university. The title of Emeritus shall be conferred upon faculty members who have achieved the following:

- Provided a minimum of ten (10) years of outstanding service to the University.
- Retired after a minimum of ten (10) years of service.
- Achieved the status of Professor prior to retirement or
- Retired as Dean, Director, or Department Chair or
- Emeritus title may be conferred upon the recommendation of the Chancellor when applicable to other positions at the University.

#### Procedure:

By May 30 of each year, the Human Resource Department will forward to the Provost and the department chairs a list of faculty retiring from the university after ten years of service. Upon review of said list the Provost will forward to the Chancellor a list of candidates deserving of Emeriti status. Nominees should have a documented record of dedication, loyalty and exemplary service and contribution to the institution. The chancellor will provide written notification to the candidate's department chair of the faculty's qualification for Emeriti and request a departmental review. If the department chair and the tenured faculty within the department are in agreement and consider the nominee worthy of Faculty Emeritus rank, the department chair will provide justification data to accompany the Chancellor's submission to the Board of Supervisors.

If the department chair and the tenured faculty within a department are of the opinion that a faculty member should be on the Chancellor's list of deserving nominees for Faculty Emeritus rank and the candidate is not, the department chair will initiate the process by submitting in

writing a notice to the Provost and Chancellor requesting that the candidate be considered. If the candidate is rejected, written rationale is to be provided by the Provost.

If during the departmental review, the faculty and department chair find the candidate undeserving, and reject the recommendation, written rationale is to be provided by the department chair to the Provost and Chancellor.

It is customary that the awarding of this honor be done publicly at an appropriate awards ceremony designated by the administration.

Rights and Privileges:

The following are granted to faculty Emeritus/a:

Office Space: There shall be a designated office for use dependent upon availability.

Listing in Publications: Listing with the faculty in the University catalogues and other appropriate publications.

Attendance: Attendance at campus events open to University employees.

Mailing List: Receipt of special campus publications, announcements, and event invitations as determined by the Chancellor.

Invitations: Invitations to participate in public ceremonies, commencement, processions, and convocation.

Participation: May participate as non-voting members, in appropriate campus seminars, colloquia, lectures, ad hoc committees, and other scholarly pursuits.

Volunteer Opportunities: Opportunity to serve in a volunteer capacity in accordance with Board policy.

Library Privileges: Library privileges deemed appropriate by the librarian.

University Mailing Address: Entitled to use their former departmental offices as a mailing address for scholarly purposes.

University E-Mail address: May retain a University e-mail address upon request, renewable annually to be in accordance with IET policies and regulation.

University Parking: Will receive a faculty parking sticker and will continue to utilize faculty parking on campus.

Photo and Plaque: Will be appropriately placed on campus in a designated area.

Tickets/Admission: Will receive free admission to The Generals sporting events with the presentation of their University Identification card.

University Identification Card: Indicating Emeritus status.

Recreation and Social Facilities: Use of University recreational/social facilities in accordance with the University policy.

APPROVED:

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Paul D. Coreil

*Paul D. Coreil*  
*Interim Chancellor*

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09/17/13

*Date*