

Marywood University

Policies and Procedures

Emeritus/Emerita Designation for Faculty

Policy Statement

Emeritus status is an honorary title awarded for distinguished service to the academic community. The title may be bestowed on a faculty member who is entering permanent retirement and who has served the University and academic community with distinction. The bestowal of Emeritus status is a distinctive honor, not a right.

Criteria for Nomination

- Minimum of 10 years of service.
- Must hold the rank of Associate or Full Professor
- Must be within one year of retirement date (either before or after formal retirement date).
- Must have achieved eminence through teaching, service and scholarship (or creative work) in college, professional, and community activities.

Privileges

- All University benefits granted to faculty retirees;
- Listing in University catalog and directory at highest rank achieved with incorporation of Emeritus designation;
- Presentation of a certificate or resolution, appropriate for framing;
- Receive University ID/business card designating as Emeritus faculty, if requested.
- Ability to request institutional affiliation for proposals to funding agencies;
- Use of University stationery when in correspondence related to her/his professional role while a Marywood faculty member (e.g., submission of journal articles, serving as a reviewer for journals or books);
- Maintain access to campus e-mail;
- Retain use of campus dining facilities;
- Marywood Zoom Pro account (if requested within 90 days of emeritus retiring);
- Any other privileges conferred by the University President/Board of Trustees.

Nomination Process

1. In order for the retiring faculty member to be considered for Emeritus/Emerita status, he/she must be nominated by the appropriate College/ Dean, chair/director of department/school, or a tenured member of the University.
2. Upon nomination, the candidate must submit to the Chief Academic Officer an application for such status which includes a current CV, three letters of recommendation (two must be from current Marywood faculty members) that discuss the individual's contributions in outstanding teaching, service, scholarship, or creative work throughout her/his career at Marywood University.
3. The Chief Academic Officer reviews the application and then submits a recommendation to the University President.

4. The University President will review the application, consider the Chief Academic Officer's recommendation, and render a final decision.
-

Related Policies

History of the Policy

04/17/13 – The President of the University approved establishing the policy upon the recommendation of the Policy Committee of the University.

05/16/13 – Revision approved by the President of the University as recommended by the Policy Committee of the University.

03/02/15 – Revision approved by the President of the University as recommended by the Policy Committee of the University.

04/17/15 – Revision approved by the President of the University as recommended by the Policy Committee of the University.

01/31/17 – Revision to this policy was necessary as the SRA: Final Report 29 November 2016 eliminated the Emeritus Committee. Revision was approved by the President of the University as recommended by the Policy Committee of the University.

12/16/24 - Non-substantive language changes approved by the President of the University.

MARYWOOD UNIVERSITY POLICIES AND PROCEDURES MANUAL

Mary Theresa Gardier Paterson, Esquire
Secretary of the University and General Counsel