



Policy Name:	Faculty Emeritus Status
Effective Date:	December 13, 2018
Last Revision Date:	N/A
Last Review Date:	December 9, 2021
Approving Authority:	Northwest Leadership Team
Responsible Office:	Provost
Category:	Personnel

Purpose

To set forth the requirements and process by which faculty may receive the title of faculty emeritus.

Policy

Northwest Missouri State University provides retired faculty the opportunity to be appointed to the title of emeritus/a faculty upon approval from the Northwest Board of Regents. Faculty who are appointed to this title will be selected based upon their distinguished and exemplary contributions to the University. Necessary qualifications are:

- Faculty with at least 10 years of service who retire from Northwest with tenure or at the title of senior instructor will be considered.
- Any faculty with at least 15 years of full-time service who retire from Northwest will also be eligible.

The process to earn emeritus/a status is as follows:

- The retired faculty member makes a request to their chair/director or a colleague to nominate them for this status, or a colleague/chair/director requests permission from the retired faculty to nominate them.
- The nominee will then provide the chair/director a copy of their most recent vita and an application for emeritus/a status.
- The chair/director will present the nomination to the faculty member's academic department/school for a vote of support or non-support. All full-time faculty, excluding term appointments, are eligible to vote.
- The chair/director will submit to the associate provost a recommendation letter indicating support or non-support of the nomination and will include the outcome of the department/school vote.
- The associate provost will submit to the provost a recommendation letter indicating support or non-support of the nomination and will include the chair/director recommendation letter.
- If the provost supports the nomination, it will be forwarded to the president for consideration.
- If the president supports the nomination, it will then go to a vote of the Board of Regents, who will bestow emeritus/a status on the retiring faculty member. If the president does not support the nomination, the process will end.