



EAST TENNESSEE STATE
UNIVERSITY

Executive Officer Emeritus/Emerita Policy

Policy Name: Executive Officer Emeritus/Emerita Policy

Policy Purpose

This policy specifies the criteria for awarding emeritus status to an Executive Officer at East Tennessee State University. The criteria for awarding emeritus status to faculty, chairs, or deans is governed by the Emeritus Policy for Faculty, Chairs, and Deans.

Applicability

This policy is applicable to all qualifying ETSU Executive Officers.

Responsible Official, Office, and Interpretation

The President is responsible for the review and revision of this policy. For questions about this policy, please contact the Office of Human Resources. The President, in conjunction with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

Executive Officer

Positions that fall into EEO Category 1 and are designated by ETSU as EEO1.

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East Tennessee State University may honor an Executive Officer for their service to the university and their ongoing potential for contributions to the intellectual and cultural life of the university. This honor will be awarded upon retirement from ETSU. The Board or the President, in their discretion, may, in unique circumstances, award emeritus status to an officer who has served seven years in their position, but did not retire from the institution. Emeritus status for a past or retiring President may only be granted by the Board of Trustees through the board's normal processes. For all other positions, anyone may submit a written nomination to the Office of the President; the President has final authority to approve or deny emeritus status. The decision of the Board of Trustees or the President is final.

1. Executive Officer Emeritus Status.

To be considered for emeritus status, an individual who held an Executive Officer position must: (1) be nominated for emeritus status and (2) have served as an Executive Officer at the institution for a minimum of seven (7) continuous years. An individual does not have to be working in their Executive Officer role at the time of retirement.

2. Benefits and Privileges that Accompany Emeritus Status.

Upon approval of the Board of Trustees or the President, the title Emeritus or Emerita will follow the Executive Officer's name and title.

Executive Officer emeritus shall have the following benefits and privileges to the extent available:

- 2.1. A photo identification card;
- 2.2. certificate with name and emeritus status;
- 2.3. physical recreation center access;
- 2.4. library facilities access;
- 2.5. electronic systems use, as appropriate;
- 2.6. if available, the ability to purchase a faculty/staff parking permit;
- 2.7. if available, the ability to purchase tickets for athletic and other cultural events at a reduced rate;
- 2.8. email access (while still providing service to the university);
- 2.9. invitations to participate on various committees;

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- 2.10. name included in listing of emeritus faculty, chair, dean, or administrator; and
- 2.11. other privileges which do not exert undue financial burdens on the University

In the discretion of the department and if space is available, the department may offer office space, which may be shared. The privilege of office space may be revoked at any time subject to the needs of the university.

3. Exceptions to Emeritus Status.

Unless the individual is still employed at the university in a position that would normally have these rights, an Executive Officer emeritus shall not have the right to:

- 3.1. vote on policies and/or procedures;
- 3.2. access a computer or laptop; and
- 3.3. bind the university to any commitment or obligation, contractual or otherwise.

4. Revoking Emeritus Status.

Emeritus status may be revoked by the Board of Trustees or the President if the individual engages in any of the following:

- 4.1. dishonesty in any teaching, research, service, or administration;
- 4.2. conviction of any felony or any crime involving moral turpitude; or
- 4.3. behavior that conflicts with the intent and spirit of the designation, is disruptive to the mission of the institution, or causes harm to the university's reputation.

Procedures

N/A

Applicable Forms and Websites

N/A

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Authority and Revisions

Authority: TCA § 49-8-203, et seq.

Previous Policy: Executive Administrative Officer and Academic Dean Emeritus

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.