



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 1.1037

DIVISION: Academic Affairs

TITLE: Faculty Emeritus Designation

DATE: February 6, 2001

REVISED: July 19, 2005; November 1, 2005; November 1, 2015, January 23, 2017,  
February 27, 2017, February 14, 2022, July 1, 2025

AUTHORIZED BY: Robert Fischer Provost and Vice President for Academic Affairs

### **I. Purpose and Scope**

Western Kentucky University will honor select individuals, upon retirement, as emeritus faculty. These individuals will be granted certain rights and privileges in recognition of their honored role in the university community and their ongoing potential for contributions to the intellectual and cultural life of the university.

Beginning February 1, 2017, the title Emeritus will follow either a male or female faculty member's rank upon retirement (e.g. Professor of History, Emeritus).

**II. Definition** – For the purposes of this policy, a retiree is defined as an individual with a minimum of ten (10) years of full-time employment at WKU, whose age plus years of full-time employment equals 60 or greater, and who resigns from the university.

### **III. Policy**

#### **A. Faculty**

To be awarded emeritus status, faculty must have served the university for at least 10 years. Faculty should have attained the rank of Professor or Associate Professor (under exceptional circumstances faculty with Instructor II or Senior Instructor status may be considered).

Emeritus faculty will be eligible for the benefits from the university accorded to retired faculty members, including such things as a university retiree identification card, on

campus library privileges, an email account, a parking permit, access to university recreational facilities, purchase of tickets to academic and athletic events at the prevailing faculty rate, enrollment in university classes under prices for faculty and staff, purchase of items at the WKU Store at the prevailing prices for faculty and staff, Active Emeritus faculty may be nominated for Adjunct Faculty status including WKU Affiliate status, which can include additional IT Services and/or use of the university as an agent for external grant applications. Faculty Emeritus may participate in university academic processions and ceremonial events.

#### B. University Distinguished Professors

University Distinguished Professors may be similarly honored with emeritus designation upon retirement. University Distinguished Professors will carry the title University Distinguished Professor of [discipline], emeritus. Emeritus University Distinguished Professors will be eligible for the same or equivalent benefits to emeritus faculty.

#### C. Administrative Personnel

Academic administrative personnel may be similarly honored with emeritus designation upon retirement. Emeritus administrators will be eligible for the same or equivalent benefits to emeritus faculty.

### IV. Procedure

#### A. Faculty

After an eligible faculty member fully retires, recommendation for the emeritus appointment will originate in the home department. It is the responsibility of the department chair/director to recommend retired faculty for emeritus status within six months of retirement. Such recommendations will be based on the record of achievement and service of the faculty member during his/her career at the University and supported by majority vote of tenured faculty in the home department and a brief rationale supporting their nomination to be shared with the Board of Regents. If supported by a majority, the nomination will proceed through administrative channels for approval by the department chair/director, dean, Provost, and President, who will make recommendations to the Board of Regents for action.

### V. Reason for Revision

#### November 2015

Non-substantive changes as part of the five-year policy review per Policy 0.000V Policy on Policies.

#### January 2017

To clarify emerita/us recognition for faculty holding the University Distinguished Professor designation.

### February 2017

The title Emerita will no longer be used as a designation for a female faculty member's rank upon retirement. The title Emeritus will be used for both male and female faculty members awarded this designation following the procedures indicated above. As of the date of this revision and in accordance with published policies, two-thirds of WKU's benchmark institutions and three-quarters of Kentucky public universities award the title Emeritus to both male and female faculty members.

Board action would be required to change the title of Emerita to Emeritus for faculty members awarded this designation prior to February 1, 2017, and therefore those titles will remain unchanged.

### February 2022

Policy changed to clarify computing and library services available to Emeritus faculty (email and on campus services), to transfer external grant application support from Emeritus to Adjunct Faculty, to remove reference to medical and dental services since those are available to the public, and to make expanded IT services available to those who earn Adjunct Faculty Status. Revision made to clarify the policy and that majority support for the department and support of all administrators.

### July 2025

Added "Definitions" section and further clarified Section IV *Procedure*.

## **VI. Related Policies**

1.128V Affiliate Faculty

4.880V Staff Emeritus Status