

**Eastern Kentucky University**  
**Policy & Procedure**  
**Staff Emeritus**

**Purpose:** To honor and recognize an eligible member of the University's staff for considerable meritorious service to Eastern Kentucky University

**Eligibility:** Staff Emeritus rank is afforded to staff members upon retirement who have provided distinguished service to Eastern Kentucky University and have met the following eligibility criteria:

- Completed a minimum of ten (10) years at Eastern Kentucky University.
- Completed less than ten (10) years at Eastern Kentucky University but due to a serious health condition was forced into a disability retirement, provided that at the normal retirement age would have fulfilled the 10-year requirement.
- Must be eligible to retire under the current provisions of the Kentucky Teachers Retirement System (KTRS) or Kentucky Retirement System (KERS). Employees retiring under the Optional Retirement plan are also eligible for consideration.
- Must be currently in the process of applying for retirement or currently retired.

**Procedure:**

- The nomination for emeritus rank appointment is to be initiated by any member within the department in which the candidate held his/her full time position.
- The application is to be approved by the Dean, or Department Head, Vice President and the President.
- It is the responsibility of the recommending department to compile a set of supporting credentials to be included with the nomination. The credentials must include the following:
  - Documentation that the criteria concerning the time of service and retirement status have been fulfilled.
  - A history of the candidate's total time of service at Eastern Kentucky University.
  - Letters of recommendation from at least three (3) individuals from outside the department and professionally acquainted with the candidate. One of these letters may be from an individual outside the University community that can attest to the community service and leadership provided by the staff emeritus nominee.
  - A favorable recommendation from the head of the department. The recommendation should highlight the accomplishments that

distinguished the service of the nominee. The recommendation should include information of how the nominee significantly benefited their departments and brought honor and / or recognition to the University. Examples of service contribution, professional development activities, and community service activities should also be provided as appropriate.

- The completed application material is submitted to the office of the President.
- The President will request the Employee Recognition Committee to review the applications for Staff Emeritus.
- The Employee Recognition Committee will recommend specific selection criteria to the President for approval.
- The Employee Recognition Committee will submit a panel of nominees for staff emeritus to the President.
- The President will review the list of nominees and submit final recommendations to the Board of Regents at the next scheduled Board of Regents meeting.
- All honorees will be invited to the employee recognition lunch where each will receive their Staff Emeritus Honorary title.
- All honorees will be recognized and addressed as Staff Emeritus at the annual retirement dinner.

#### **Privileges and Benefits**

- Staff privileges for athletic and cultural campus activities and for using campus facilities.
- Mailing notices of professional staff functions and social gatherings.
- Staff library privileges
- EKU photo identification card indicating Emeritus Status
- Mailing of appropriate EKU publications
- Staff EKU e-mail account privileges
- EKU phone directory, if requested
- Emeritus recipients will be honored in appropriate University publications and listed on the EKU website according to year of retirement.