



POLICY & PROCEDURE DOCUMENT

NUMBER: 4.8801

DIVISION: Strategy, Operations and Finance

TITLE: Staff Emeritus Status

DATE: November 1, 2016

REVISED: June 11, 2024

Authorized by: Department of Human Resources

I. Purpose and Scope

Emeritus status is intended to award particular honor to a retired Western Kentucky University staff member in recognition of distinguished service to the institution throughout their career. This policy provides procedures for the nomination of the appointment of this status for staff members at the University and is applicable to all non-faculty employees. The recipients of this status are granted certain rights and privileges consistent with their honored service and commitment to the University community.

II. Policy

In order to be considered for emeritus status, a nominee must:

- Have been employed in a full-time, non-faculty position at the University for at least 10 years
- Have fully retired in good standing in accordance with University standards
- Have made exceptional and positive contributions to the overall mission and function of the University, above and beyond that ordinarily accomplished

The designation of emeritus status is limited, privileged, and awarded only to those who have demonstrated the highest levels of service, commitment and passion to WKU.

III. Procedure

Recommendation for emeritus status shall originate with the department or unit head of the nominee, and will proceed through administrative channels for approval by the Senior Divisional Leader. The nominating division will then submit the nomination to Human Resources for review of the criteria outlined within this policy, and then on to the Executive Vice President, before submitting to Staff Senate. Staff Senate will present the nomination to the University President, who will make recommendations to the Board of Regents for

action. Department/unit heads should recommend retired staff for emeritus status in a timely manner.

IV. Rights and Privileges

Once awarded emeritus status, honorees may use the title of Emeritus or Staff Emeritus. A position-specific title may be awarded in special circumstances (i.e. Registrar Emeritus, Vice President Emeritus, etc.) as deemed appropriate by the nominator, University President, or Board of Regents. Emeritus staff will be eligible for the benefits from the University accorded to retired staff members, which may include a university retiree identification card, on-campus library privileges, an email account, parking permit options, 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.

V. Reason for revision

June 11, 2024

The title Emerita will no longer be used as a designation for a female staff member upon retirement. The title Emeritus will be used to refer to staff members awarded this designation following the procedures indicated above.

Procedural update includes a review by Human Resources and the Executive Vice President prior to submitting to Staff Senate for nomination consideration.

Policy changed to clarify computing and library services available to Emeritus staff (email and on campus services), to remove reference to medical and dental services since those are available to the public.

VI. Related Policies

[1.1036 Emeritus Status](#)