



SAINT LOUIS UNIVERSITY

Retired and Emeritus/a Faculty Policy

Policy Number: FA
Classification:
Responsible University Official: Provost

Version Number: 1.0
Effective Date:

1.0 INTRODUCTION

Saint Louis University provides a complement of benefits to all retired tenure-track and non-tenure-track faculty members. This policy outlines the benefits that are common to both groups, as well as those additional benefits afforded to emeritus/a faculty.

2.0 PURPOSE

It is the purpose of this policy to recognize the contributions retired faculty make to the University and to articulate the benefits associated with retirement from the University. It is likewise the purpose of the policy to articulate the process that should be followed to designate retiring or retired faculty as emeriti/ae.

3.0 PERSONNEL AFFECTED

Retired faculty who have reached the age of 60 with at least seven years of continuous full-time faculty service to Saint Louis University and faculty members who have served the University for at least ten (10) years, have distinguished themselves throughout their careers, and plan to remain professionally active following retirement.

4.0 DEFINITIONS

Retired Faculty Status. For the purposes of this policy, retired faculty are defined as those having reached age 60 with at least seven years of continuous full-time faculty service to Saint Louis University.

Emeritus/a Faculty Status. Except in extraordinary circumstances, a faculty member must have served the University in a full-time capacity for at least ten years prior to his/her retirement in order to qualify for emeritus/a consideration. Emeritus/a status is limited to those persons who have distinguished themselves while on the faculty and plan to remain professionally active following retirement.

5.0 POLICY

Emeritus/a faculty who remain active professionally are an important resource for the University, and their continued participation in University activities and functions should be encouraged at every level of the University. Emeriti/ae with special expertise to share should be invited to present lectures and seminars, as appropriate, and their services should be sought for student recruitment and alumni/ae activities. Academic administrators are encouraged to provide access to office space, telephone, research support, and reimbursement for professional travel if they are able to do so within the limits of the resources available within the College, School, Library, or Department, although first priority should be given to meeting the needs of current faculty.

Recognition

At the time faculty receive emeritus/a status, recognition should be provided at College, School, Library, and Departmental functions and ceremonies. The occasion should be considered a transition to a new status within the Saint Louis University community rather than a departure. The extent of University support in furtherance of emeritus/a professional activities should be decided in each College, School, Library, and Department within the limits of available resources.

On an annual basis, the Dean or comparable administrator is responsible for:

- eliciting current contact information and informational and service needs of emeriti/ae;
- encouraging emeriti/ae to continue to keep the University informed about their professional activities;
- notifying Human Resources of emeritus/a faculty who wish to have their names added to appropriate postal and e-mail lists;
- ensuring that emeriti/ae names remain on the University speakers' roster;
- ensuring that emeritus/a faculty are included in the printed University directory, People Finder, and all relevant catalogs distributed by the University;
- informing faculty, staff, and students in her/his unit of the names of the emeritus/a faculty and the privileges afforded to them; and
- informing the Office of the Provost of the status and professional activities of emeriti/ae.

Benefits

The following benefits are available for both retired and emeritus/a faculty:

1. A University I.D. card which identifies the bearer as a retired or emeritus/a faculty member.
2. Library privileges accorded current faculty. New acquisitions should reflect retired and emeritus/a faculty members' requests to the extent that the respective academic units deem it in their mutual interest to do so.

3. Parking privileges accorded other faculty.
4. A free, one-year Recreation Center membership. Following the one-year, free membership, Recreation Center membership is available to retired faculty on the same terms accorded current faculty.
5. Tuition remission for University courses, subject to the eligibility requirements specified in the *Faculty Manual*. Tuition remission is also available to the spouse and children of retired employees, subject to the eligibility guidelines available from the University Benefits Office.
6. Access to University events, Busch Student Center, Cupples House, and other administrative or faculty centers of the University on the same terms accorded current faculty.
7. General services at the University available to current faculty (e.g., check cashing, notary, and e-mail privileges).
8. Unit-level services available to current faculty (e.g., computer access and professionally related clerical assistance), assuming these services are sufficient within the unit to be extended to retired and emeritus/a faculty for the individual's and unit's mutual benefit.
9. If maintained, medical insurance through University group plans, billed through the University Benefits Office.
10. Receipt of *Grand Connections* and *Universitas*.
11. Liability coverage commensurate with that provided current University employees in those circumstances in which the retired or emeritus/a faculty member is serving as an agent of the University.

7.0 PROCEDURES

A request for emeritus/a faculty status is initiated by the faculty member, who submits a letter requesting emeritus/a status to his/her chairperson/director (where relevant) for review at the local level, provides a rationale for its being awarded, and appends a current *curriculum vitae*. Subsequent recommendations are made by the candidate's College, School, or Library rank and tenure body, the candidate's Dean or comparable administrator, and the University Rank and Tenure Committee and transmitted to the Provost, who determines whether or not emeritus/a status will be awarded.

8.0 REFERENCES

APPROVAL SIGNATURES

This policy was prepared by Marie Dockter. It was reviewed by the Office of Legal Counsel, CADD, the Faculty Senate, the Executive Committee, and the President's Coordinating Council on May 23, 2006.

This policy has been approved by:

Joe Weixlmann, Ph.D.

Provost

Saint Louis University