**Awarding of Emeritus/a Status**

Academic and Faculty Affairs

**Standard Operating Procedure**

The President of Augusta University may confer, at her/his discretion and upon the recommendation of the dean/vice president and provost, the title of “emeritus” or “emerita” on any retired, full-time faculty member or administrative officer, who at the time of retirement, had ten (10) or more years of honorable and distinguished service to the University System of Georgia. The conferral of emeritus/a status is considered a distinctive honor, not a right, and is not automatic. Conferring of the emeritus/a title will be based on the primary appointment and must be made within three (3) months of the date of retirement.

**Definitions**

**Faculty Member:** Any full-time member of the Corps of Instruction, including professors, associate professors, assistant professors, instructors, senior lecturers, lecturers, research professionals, libraries, and other teaching personnel with such other titles as approved by the Board of Regents of the University System of Georgia.

**Administrative Officer:** Any full-time vice presidents and other administrative officers that assist in the administration of the institution as recognized by the Board of Regents of the University System of Georgia.

**Procedures**

For retiring/retired faculty, the chair of the department must submit 1) the Recommendation for Award of Emeritus/Emerita Status form, 2) a letter of support for emeritus/a status, and 3) a current curriculum vita to the dean of the college for approval. In the case of colleges without departments, these items will come from the dean. The dean must submit these items to the Executive Vice President for Academic Affairs and Provost for her/his approval, who will take them to the President for her/him to confer the appropriate title.

For administrative officers, the vice president of the unit must submit 1) the Recommendation for Award of Emeritus/Emerita Status form, 2) a letter of support for emeritus/a status, and 3) a current curriculum vita to the Executive Vice President for Academic Affairs and Provost for his/her approval, who will take these items to the President for her/him to confer the appropriate title. In the case of the administrative officer being a vice president, the initial recommendation will come from the Executive Vice President for Academic Affairs and Provost.

**References**

**Recommendation for Award of Emeritus/Emerita Status**

(see attached)

**8.3.13. Emeritus/a Title. Board of Regents Policy Manual. University System of Georgia** (<http://www.usg.edu/policymanual/section8/C245/#p8.3.13_emeritus_a_title>)