

**OFFICE OF THE PRESIDENT
ADMINISTRATIVE MEMORANDUM**



DATE: April 28, 2004

NUMBER: HR-09

TITLE: Emeritus Status for Managers and Administrators

PURPOSE

The purpose is to honor and to give tangible recognition upon retirement to administrators and managers for distinguished and honorable service to the University by granting emeritus status.

EMERITUS STATUS PRIVILEGE

Retired managers and administrators attaining emeritus status will receive the following privileges:

- A university identification card providing access to the same university activities available to current administrators
- A parking hang tag and parking privileges
- Information concerning university activities
- Name listed in university catalog
- Use of university library and its services

QUALIFYING GUIDELINES

Administrators/managers may be eligible to receive emeritus status by meeting the following criteria:

- Minimum of ten years of service at ESU
- Retirement from the State System of Higher Education
- Nomination by majority vote of the managers/administrators in the retiree's division
- Review by the divisional Vice President
- Recommendation to the President

IMPLEMENTATION

- Approval of President's Council
- Conferral of emeritus status by President
- Status may be conferred retroactively

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