

East Stroudsburg University  
Emeritus/Emerita Designation Guidelines

Each year, the University confers the title of “emeritus” on qualified academic faculty as defined per the APSCUF CBA who have been recommended through a department-based process. Emeritus status is an honor conferred by the University (Council of Trustees) to show respect for a distinguished career.

Eligibility:

To be eligible for emeritus status at ESU, a faculty member shall:

- Have retired as a faculty member at ESU;
- Have served with distinction\* for a minimum of ten (10) years at ESU;
- Be nominated by a majority vote of the appropriate department ; and,
- Nominated within two years of the effective date of retirement.

Criteria:

The emeritus/emera designation is awarded to nominees who have demonstrated major contributions to the University or their academic field. Major contributions to the University and one’s field demonstrate exemplary performance in two or more of the following:

- Noteworthy teaching, administering, or performance at the University;
- Continuing contributions beyond regular teaching to students and student groups over an extended period of time;
- Notable service to the University through membership in University-wide or departmental organizations or the initiation and successful administration of a major new program for the University; or
- Significant scholarly or creative contributions to one’s field or discipline, including but not limited to:
  - Significant publications or equivalent activities (performances, exhibits, etc.) in the professional field;
  - Significant leadership in state, regional, national or international activities which significantly benefit the University and the profession;
  - The award of significant grants or fellowships or of major awards or honors from professional organizations; or
  - Presenting or performing at local, state, national or international organization meetings, conferences, and other appropriate venues.

Procedures for Conferring Emeritus/Emerita Status:

- Nominations for emeritus status must be initiated within two years following the effective date of retirement.
- After a faculty member has retired, it is the responsibility of the appropriate department to consider emeritus status for that individual. Candidates for emeritus status shall be determined by the above eligibility and criteria.

Following retirement of the emeritus candidate, the department of the eligible retiree shall

consider nomination of the faculty member to emeritus status. If a majority of the regular faculty members concur, the nomination along with reasons for the nomination and updated curriculum vitae shall be forwarded by the department chairperson of the department to the appropriate dean/manager. Under rare circumstances, the dean of the retiree's applicable college may bring the candidate for emeritus forward instead of the candidate's department.

- The dean/manager will forward the nomination, with reasons for the nomination, to the Provost/Vice President for Academic Affairs, who in turn will forward the nominations with reasons for the nomination to the President of the University.
- The President shall forward the positive recommendations to the Council of Trustees for final approval. Those candidates not recommended will be notified of such decision.
- The Council of Trustees shall take action on the President's positive recommendations at a regularly scheduled Council of Trustees meeting.
- Notification of the Council of Trustees action will be announced to the campus community with written notification sent to the candidate(s) accordingly.

Nominations for Emeritus Status must include:

- An Updated Curriculum Vitae; and
- A Nomination letter from the department (or dean) that includes a narrative addressing how the nominee qualifies for emeritus status. Letter should refer to specific evidence of the nominees' qualifications.

Privileges:

- University ID card indicating professor emeritus.
- ESU email account.
- Access to the same university activities available to current faculty members.
- Faculty parking privileges consistent with existing parking policy.
- Receive information regarding university activities.
- Library privileges including use of the library as a current faculty member and use of the faculty emeriti room in the library.
- Audit a maximum of 6 ESU credits each semester (typically 2 classes) on a space available basis and with the consent of the instructor, which is available to retired PA residents who are 60 years or older. In such cases, tuition is waived but fees remain.

\*Serving with distinction includes the absence of terminations or suspensions in the candidate's history at the institution.