

# Emeriti Policy

Approved by Academic Senate - March 20, 1989

Revised 2004, 2007, 2017, 2023, 2024

## I. Eligibility

- A. Emeriti designation can only be received at full retirement with at least 15 years of service at Montana State University Billings;  
and
- B. Full-time faculty or administrators holding the rank of Professor or Associate Professor, or Level III or IV at City College, who retire under the conditions of A (above) may receive emeriti designation.

## II. Criteria

- A. Emeriti designation is granted in recognition of meritorious service to Montana State University Billings, and represents a form of promotion. The nominee for emeriti must have made a significant impact while at the University in the areas of teaching, scholarship, and service. "Emeritus," is rooted in Latin *e* (from) and *meritus* (deserve, earn). Emeriti status is an honor bestowed by colleagues to show respect for a distinguished career. It says, "you have shown such merit that we claim you as a continuing part of our professional group; we gather glory from your reflected glory."
- B. Meritorious service implies demonstration of exemplary professional competence and evidence of commitment to the institution. Emeriti status is a distinctive honor conferred by the University to show respect for a distinguished career. It is not a right, nor is it automatically conferred upon retirement.

## III. Nomination

A nomination for emeriti status, prepared by a current department faculty member, **must** include:

- A. An updated formal curriculum vitae.
- B. A nomination letter that includes a substantive narrative addressing how and why the nominee qualifies for emeriti status.
- C. Using the narrative, fill out the Board of Regents **Item Template**, which is restricted to one page in length.  
Found here: <https://mus.edu/board/meetings/Forms/FormsInfo.html>
- D. The nomination letter should refer to specific evidence of the nominee's qualifications. Although the application need not include the materials themselves, evidence such as publications, awards, and acknowledgements of outstanding service should be cited in sufficient detail. The nomination for Academic Faculty **may** also include other materials including letters of commendation or other special recognition.

## IV. Procedures

- A. Faculty within the nominee's department must formally vote to move the emeriti nomination forward. It must be a majority vote.
- B. The nomination should then be sent to the Academic Senate, with a copy submitted to the Dean of their college. Emeriti nominations will be items for approval. The Academic Senate can return a nomination to the department if there are any questions or need for clarification.
- C. Upon at least a 2/3 vote in favor, a recommendation from the Academic Senate shall be forwarded to the Provost and then to the Chancellor for consideration.
- D. The Chancellor shall make the final decision on emeriti status. The Chancellor shall forward the names of approved nominees to the Board of Regents for consideration.

The Emeriti designation shall state the person's faculty rank and administrative position, if any. The administrative position shall be stated only when retirement is made directly from such position and only in the cases of Deans, Provost/Vice Chancellors, and Chancellors.

**Emeriti nominations can be submitted at any time.**

Departments who wish a faculty member to be recognized for Emeriti status during Spring Commencement should follow this timeline:

- A. By **November 15** the department, after a majority vote, shall submit the nomination letter and materials to the Academic Senate as an Item for approval. A copy shall be submitted to the Dean of their college.
- B. By **December 15** a recommendation from the Academic Senate shall be forwarded to the Provost/Academic Vice Chancellor, and then by **January 15**, the Provost shall submit a recommendation to the Chancellor for consideration.
- C. The Chancellor shall make the final decision on emeriti status by **February 15**. The Chancellor shall notify all nominees, and shall forward the names of approved nominees to the Board of Regents for consideration.