

Policy Proposal

To: Patrick Wood and Adam Richard, University of Virginia Staff Senate Co-Chairs
From: Leah Gould, Michelle Busby, Lori Kressin, William Canter, and Ryan McKinnon
Staff Emeritus Working Group
University of Virginia Staff Senate Advocacy Committee

Re: Recognizing Retired/Retiring Staff with Emeritus Status at the University of Virginia

In an effort to recognize the significant contributions to the University made by long-term staff members, maintain staff connections to the University and to each other, and create avenues to preserve institutional knowledge and expertise, the Staff Emeritus Working Group presents the following policy proposal (the “Proposal”) for the Staff Senate’s consideration. The Staff Emeritus Working Group analyzed several analogous policies, including the University of Virginia’s Emeritus Faculty policy (PROV-018),¹ The College of New Jersey’s Emeritus Faculty and Staff Eligibility Guidelines,² James Madison University’s Emeritus Staff policy (Policy 1318),³ West Virginia University’s Staff Emeritus Procedure,⁴ San Francisco State University’s Emeritus Staff program,⁵ and the University of Indianapolis’s Emeritus Status for Senior Administrators program.⁶ The Proposal follows UVA’s Emeritus Faculty Policy for format and structure.⁷ The Proposal also highlights potential options for eligibility criteria, process, benefits, and requirements to govern any staff emeritus policy at UVA on which the Staff Senate may wish to vote. It should be noted that, in researching peer institutions within the Commonwealth of Virginia, only James Madison University maintains a staff emeritus program. We would join them in being one of the few large institutions that recognize the importance of staff contributions in higher education.

¹ *PROV-018: Emeritus Faculty*, University of Virginia Policy Directory, <https://uvapolicy.virginia.edu/policy/prov-018>.

² *Emeritus Faculty & Staff Eligibility Guidelines*, The College of New Jersey Human Resources Division of Operations, <https://hr.tcnj.edu/benefits/emeritus-staff-faculty-eligibility-guidelines/>.

³ *Policy 1318: Emeritus Staff*, James Madison University Policies, <https://www.jmu.edu/jmu-policy/policies/1318.shtml>.

⁴ *Staff Emeritus Procedure*, West Virginia University Staff Council, <https://staffcouncil.wvu.edu/staff-emeritus>.

⁵ *SF State Emeritus Staff*, San Francisco State University Human Resources, <https://hr.sfsu.edu/sf-state-emeritus-staff>.

⁶ *Emeritus Status for Senior Administrators*, University of Indianapolis Provost, <https://uindy.edu/provost/emeritus-senior-administrators>

⁷ *PROV-018: Emeritus Faculty*, University of Virginia Policy Directory, <https://uvapolicy.virginia.edu/policy/prov-018>.

Emeritus Staff

Table of Contents:

Policy Statement

1. Eligibility
2. University Involvement following Retirement
3. Other Retirement Benefits

Procedures

Reason for Policy:

Establishes guidelines related to the approval and role of emeritus staff.

Definition of Terms in Statement:

Terms: There are **no** terms that require definition. [We may want to define “staff.”]

Policy Statement:

The honorary rank of staff emeritus may be conferred on a staff member at the time of their retirement from the University to honor extraordinary contributions to the University over the course of their careers. All nominations for emeritus status are subject to the approval of the [University President and the Board of Visitors] [Executive Vice President and Chief Operating Officer]. While retired staff members who hold emeritus rank may continue to be involved with the University community and may be employed part-time or appointed as unpaid staff in accordance with policy, emeritus rank in itself does not constitute employment, nor does it confer employment rights or benefits.

Emeritus staff members who are invited to maintain an active role in their department following retirement should receive an appointment on either a part-time or unpaid basis according to policy. Such appointments should be formalized with an appointment letter and be of limited term.

1. Eligibility:

Emeritus rank is conferred upon retiring staff following nominations made to the [Board of Visitors by the University President] [Executive Vice President and Chief Operating Officer] for the following categories of employees:

- University staff members retiring after at least ten years of service;
- Classified staff members?
- Auxiliary staff/contractors?
- Staff members approved by the Chief Operating Officer through a special request by their unit or department.

Emeritus status is an honor. The staff member must be recommended by his or her unit or department in accordance with the procedures below.

2. University Involvement following Retirement:

Retired staff members on whom the University has conferred the designation of emeritus may continue to be active members of the University community, depending on the needs of their department or school and the staff member's preferences.

To foster this continued role and an on-going relationship with the University:

1. Emeritus staff members continue to be members of their units and will be listed as such in University directories. They may attend and participate in department and University staff meetings and other activities as before retirement, but without the right to vote.
2. Emeritus staff members may continue to participate in all ceremonial functions of the University.
3. Emeritus staff members are retained on all mailing lists that contain information of general interest to staff members, unless they specifically request that their names be removed from such lists.
4. Emeritus staff members may keep University credentials, including ID card [or create a new card], and IT access as appropriate.
5. Emeritus staff members may retain access to IT credentials to use the Microsoft Office suite and to electronic mail in accordance with the procedures on [Issuance and Expiration of Accounts](#) maintained by Information Technology Services (ITS).
6. Emeritus staff members who maintain an active computing account with ITS retain access to the University's libraries, including borrowing privileges and inter-library loan services.
7. Emeritus staff members may access tickets to athletic, concert, theater, gallery, and other UVA events at staff-level discounts.
8. Emeritus staff members may continue to use staff-level discounts at the University Bookstore.
9. Emeritus staff members may purchase membership to UVA Recreation Centers [at the current staff rate](#), including the "Spouse" or "Plus One" option.
10. Emeritus staff members may purchase the UVA Dining meal plan available to current faculty and staff members.
11. Emeritus staff members may access Osher Lifelong Learning Institute membership at a discounted rate.

12. Emeritus staff members are automatically members of the UVA Staff Emeritus Association.
13. Emeritus staff members may access any privileges designated by their unit or department and the University.

3. Other Retirement Benefits:

Emeritus staff members are entitled to all benefits the University grants to retired [faculty] [staff] members, as detailed in the *Pre-Retirement Guide* maintained by University Human Resources.

Procedures:

1. A department or unit determines that a staff member should be recommended for emeritus status.
2. The staff member's supervisor submits a personnel action to their dean or director's office, notifying them of the staff member's retirement and requesting approval of the emeritus title. The request should include a brief letter of recommendation that stipulates the staff member's qualifications for emeritus status.
3. The dean/director submits a list of those retiring staff being nominated for emeritus status to the Office of the Executive Vice President and Chief Operating Officer.
4. The Office of the Executive Vice President and Chief Operating Officer forwards a list of nominated staff to the [University President and the Board of Visitors] [Executive Vice President and Chief Operating Officer] for review.
5. The staff member receives notice from the [University President and the Board of Visitors] [Executive Vice President and Chief Operating Officer] that he/she has been awarded emeritus status.