

Augusta University Policy Library

Award of Title of Emeritus or Emerita

Policy Manager: Office of the Provost

POLICY STATEMENT

This policy provides guidelines and procedures for the title of Emeritus or Emerita to be conferred on any retired faculty member or administrative officer who, at the time of retirement from Augusta University (AU), has ten or more years of honorable and distinguished University System of Georgia (USG) service. The conferral of emeritus/emera status is considered a distinctive honor, not a right. Conferring of the emeritus/a title will be based on the primary appointment of the individual during the majority of their service to the University. Nothing in the institutional policy, guidelines, or in this policy may usurp or otherwise constrain the authority of the President of the institution to convey, manage, or withdraw emeritus/emera appointments and privileges.

The title of President Emeritus/Emerita may be conferred only by the Board of Regents upon the recommendation of the Chancellor.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other: **Administrative Officers**

DEFINITIONS

These definitions apply to these terms as they are used in this policy:

Administrative Officer: Any full-time administrative officers who assist in the administration of the institution as recognized by the Board of Regents of the University System of Georgia.

Emeritus/Emerita: Emeritus/Emerita status is a title signifying honorable and distinguished service to Augusta University and the University System of Georgia.

Faculty Member: Any full-time member of the Corps of Instruction, including professors, associate professors, assistant professors, instructors, lecturers, senior lecturers, principal lecturers, and teaching personnel with other titles as may be approved by the Board of the University System of Georgia.

Office of Legal Affairs Use Only

Executive Sponsor: Executive VP for Faculty Affairs and Provost

Next Review: 4/2031

PROCESS & PROCEDURES

For Retiring /Retired Faculty

The chair of the department (or equivalent administrator) must submit the following items to the dean (or equivalent) for approval within six months of the faculty member's retirement:

- The Recommendation for Award of Emeritus/Emerita Status form
- A letter of nomination for emeritus/emera status which shall describe in detail the extraordinary contributions over an extended period of time, as compared to their peers, that justify the award.
- A current curriculum vitae
- A statement from Human Resources and Compliance that the nominee left the University in good standing. Employees who left the institution while there was an open investigation against them will not be eligible for emeritus status. The letter will also include any matters involving the nominee during their employment that would have involved a disciplinary action or a violation of policy.

The application will be evaluated by the dean based on distinguished service to the institution and significant contributions to teaching, research, service, leadership, and/or other appropriate areas.

If the dean supports the application, the dean will include in the application a separate letter, written by the dean, that describes in detail the application and how the individual has made a significant contribution to the University that would justify the award. The dean will then forward the materials and the letter, to the Executive Vice President for Faculty Affairs (EVP) and Provost for review and approval.

The Provost will review the application to ensure it is complete and includes all items described above. If the Provost determines that the application has provided sufficient evidence of significant accomplishment and good citizenship to the University the Provost will submit a recommendation to the President. If the Provost believes the application is incomplete, or that the application does not demonstrate a sufficient basis for the award of emeritus/emera status, the Provost will return the application to the dean and chair for their review and reconsideration. The chair and the dean will then meet to either supplement the application and resubmit to the Provost or inform the nominee that the application has been denied. If the President approves the application, the President will confer the appropriate emeritus/emera title on the retiring or retired faculty member.

Notification of President's decision will be provided in writing to the faculty member. The Provost, Dean, Department Chair, Vice Provost for Faculty Affairs, and Chief Human Resources Officer shall be copied on the notification.

For Retiring/Retired Administrative Officers (With Faculty Status)

The vice president of the officer's unit must submit the same materials as required for a faculty member, as set forth above and to include the statement and verification from Human Resources and Compliance to the Executive Vice President for Academic Affairs and Provost for approval within six months of the officer's retirement.

If the administrative officer is a vice president, the initial recommendation must come from the respective EVP. Applications for the title of Provost Emeritus must be submitted directly to the President.

The application will be evaluated by the appropriate administrative officer (or Provost) based on distinguished service to the institution, significant contributions to teaching, research, service leadership, and/or other appropriate areas.

If the vice president supports the application, the vice president will include in the application a separate letter, written by the vice president, that describes in detail the application and how the individual has made significant contribution to the University, as compared to their peers, that would justify the award. The vice president will then forward the materials to the Executive Vice President and Provost for review and approval.

The respective EVP will review the application to ensure it is complete and includes all items described above. If the EVP believe the application is incomplete, or that the application does not demonstrate a sufficient basis for the award of emeriti/emerita status, the EVP will return the application to the vice president for their review and reconsideration. The vice president will decide whether to either supplement the application and resubmit to the EVP or inform the nominee that the application has been denied. If the EVP determines that the application has provided sufficient evidence of significant accomplishment, the Provost will submit a recommendation to the President. If the President approves the application, the President will confer the appropriate emeritus/emmerita title on the retiring or retired administrative officer.

Notification of President's decision will be provided in writing to the administrative officer. The Provost, Dean, Department Chair, Vice Provost for Faculty Affairs, and Chief Human Resources Officer shall be copied on the notification.

Faculty or Administrative Officers granted Emeritus/Emerita status shall be entitled to all the benefits the university granted retired faculty and staff members. In addition, the rights and privileges of the Emeritus/Emerita faculty may include (but shall not be limited to) the following:

- Maintain an Augusta University email address contingent upon participation and regular completion of cybersecurity training required of active employees.
- Augusta University ID indication of the Emeritus/Emerita status.
- Parking privileges at employee parking rates (or at a new emeritus rate) when available.

- Full library access (the same as active faculty), including remote access to electronic resources, Galileo Interconnected Libraries (GIL) Express, and interlibrary loan.
- Faculty bookstore discount.
- Free or reduced cost access to Augusta University sports, cultural and arts events, and commencements.
- Use of Institute software and technology resources, contingent upon participation in the same cybersecurity training as active employees.
- Eligibility to serve on graduate thesis or doctoral dissertation committees, project committees, or as non—voting members of school, college, or Institute committees, as appropriate.
- Invitation to participate in public ceremonies of their college/school and the university.
- Inclusion in the faculty list of their department and/or college/school.

Additionally, faculty granted Emeritus/Emerita status may be eligible to apply to the appropriate office for the following University resources and privileges they may need to perform services for the University. Their applications shall be reviewed using the same procedures as active faculty, except that privileges may be set to expire after a certain period unless duly renewed.

- Research laboratory space.
- Participation as an investigator on intramural or extramural grant applications and funded grants.
- On-campus computing resources and support.
- Continued use of office space as available.

In addition to the aforementioned privileges, a College, School, Institute, or other comparable academic unit of the University may submit an additional written request, after conferral of emeriti/emera status, to the President seeking permission to offer additional privileges to Emeritus/Emerita faculty status that it deems appropriate to help serve its mission. The written request for additional privileges must be prepared by the faculty member's direct supervisor and include detailed support for the necessity of the additional privileges, the time frame needed, and how it will serve the best interests and mission of the university. The request will then be submitted to the appropriate dean, who shall review the request, and then either reject the request or support the request in a separate letter and then submit the entire package for the approval of the Provost. The Provost shall have discretion to reject the request, return the request for further support and documentation, or support the request and submit to the President for approval. The decision to approve or deny the request shall be at the discretion of the President.

REFERENCES & SUPPORTING DOCUMENTS

[Recommendation for Award of Emeritus/Emerita Status Standard Operating Procedure](#)

RELATED POLICIES

Board of Regents Policy Manual, Section 2.11 – Title of Emeritus or Emerita:

<https://usg.policystat.com/policy/19463163/latest/>

Academic Affairs Handbook, Section 4.12 - Guidelines for Awarding of Emeritus/Emerita Status:

<https://usg.policystat.com/policy/19895331/latest/>

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 4/16/2026

President, Augusta University

Date: 4/20/2026