



## HR Related Policies & Procedures

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# Emeritus Policy

## COVERED EMPLOYEES

- Full-Time Administrative
- FFA Faculty

<http://www.ferris.edu/htmls/administration/trustees/boardpolicy/6sub6-0.htm>

## BOT POLICY

**Sec. 6-1103. Emeritus Policy.** Full-time members of the University's faculty and/or administrative staff, who qualify for retirement under the regulations of any of the retirement plans offered by the University, will be retired with the emeritus title which conforms to the title held upon retirement, or other appropriate title. In addition, the President of the University may, at his/her discretion, recommend to the Board any other members of the faculty, administration, or staff be awarded the emeritus title.

The emeritus title involves no duties and provides no stipend. A person who holds the emeritus title is entitled to attend all appropriate assemblies with voice but without vote, to march in academic processions such as commencements, and to receive other courtesies and privileges that may be determined from time to time by the Board.

The President, or his or her designee, will develop appropriate procedures for the administration of this subpart.

## BOT ADOPTED PROCEDURES/DESCRIPTION/DEFINITIONS

### I. Who Qualifies for Emeritus Status?

"Full-time members of the University's faculty and/or administrative staff, who qualify for retirement<sup>1</sup> under the regulations of any of the University retirement plans will be retired with the emeritus title which conforms to the title held upon retirement, or other appropriate title. In addition, the President of the University

<sup>1</sup> Personnel Policy, Page 6.17: "Eligibility for qualified retirement from the University is the 30-year MPSERS retirement, or at least 55 years of age and has worked for Ferris State University for a minimum of 15 years of full-time employment or who is 60 years of age with 10 years of full-time employment."

may, at his/her discretion, recommend to the Board any other members of the faculty, administration, or staff for the emeritus title. The Procedure to be followed in recommending and authorizing this title for a qualified individual is the same as that used in recommending and authorizing a regular contractual appointment.”

II. Courtesies and privileges provided to employees who receive Ferris State University Board of Trustee granted Emeritus status include:

A. Continuation of Courtesies and Privileges to Emeriti Spouse: The surviving spouse of a Ferris State University Board of Trustee granted Emeritus status continues to receive designated courtesies and privileges, with the exception of tuition waiver, of the deceased Emeritus. Designated courtesies and privileges cannot be extended on to any other dependent at any time.

B. Identification Card: Those granted Emeritus status by the Board of Trustees will continue to receive one photo identification card clearly marked “Emeritus”. The identification card will allow access to campus services and privileges relating to activities and functions offered by Ferris State University at the same level and rates as current faculty and staff.

C. Tuition Waiver: Tuition waiver will be offered to those granted Emeritus status by the Board of Trustees. The tuition waiver is not transferable to dependents or spouse.

D. Katke and Racquet Facility: Privileges will remain in effect for Emeritus and his/her spouse who has been granted Emeritus status by the Board of Trustees. Because of previous agreements regarding rates at Katke Golf Course, there will be three levels of rates:

1. June 1988 and years prior, rates offered at the time of Emeritus status being granted by Board of Trustees will remain in effect.
2. June 1989 through year 2000, rates offered at the time of Emeritus status being granted by Board of Trustees will remain in effect.
3. June 2001 and future years, Board of Trustee granted Emeritus will receive faculty/staff rates.

The use of the Racquet Facility is available to Board of Trustee granted Emeritus and his/her spouse at the same rates as faculty and staff.

E. Computer/Internet Services: As currently provided, individual access to Ferris State University Campus Internet service will continue to be offered to those granted Emeritus status by the Board of Trustees under the same terms and conditions as it is offered to faculty and staff by the Department of Telecommunications.

- F. Library Resources & Services: As currently provided, Library resources and services will be available to those granted Emeritus status by the Board of Trustees. All fees assessed will be at the same rate as faculty and staff.
  - G. Parking Permits: As currently provided, granted Emeritus by the Board of Trustees will continue to receive Ferris State University parking permits free of charge.
- III. Courtesies and privileges for the Ferris State University Emeriti Association (FSUEA) include:
- A. University Catalog: As currently provided, the FSUEA members will continue to be listed in one section of the Ferris State University Catalog.
  - B. A Personal Direct Link to the University: As currently provided informally, the FSUEA will be formally linked to the University through the Department of Alumni Relations in the Division of University Advancement and Marketing.
  - C. Office Space: As currently provided, Ferris State University will continue to provide adequate office space to the FSUEA and its members based on space availability as determined by the University.
  - D. Address Records: As currently provided, the Department of Development Services in the Division of University Advancement and Marketing will continue to provide data services to the FSUEA. The Ferris State University Emeriti Association will provide a listing of Ferris State University Emeriti Association members for publication in the Ferris State University Campus Directory and in the Ferris State University Emeriti Association Directory.
  - E. Mailing Labels: As currently provided, the Department of Development Services in the Division of University Advancement and Marketing will continue to prepare mailing labels for the annual directory and the newsletter at no cost to the FSUEA.
  - F. Printing Materials: As currently provided, the Ferris State University Copy Center will continue to print the Emeriti Association quarterly newsletter and their annual directory. The Ferris State University Emeriti Association will continue to pay for this service.
  - G. Mailings: As currently provided, the quarterly newsletter and directory will be mailed from the Ferris State University Mailroom. The Ferris State University Emeriti Association will continue to pay for this service.
  - H. Emeritus Continuing Involvement with the University: Ferris State University departments and administration are encouraged to use the expertise of Emeritus in certain matters when mutually agreeable. Emeriti members are also encouraged to continue their involvement with the University through serving in volunteer roles such as tutoring, serving on advisory committees,

assisting with development projects, staffing campus information booths during registration, etc. Ferris State University resources of information dissemination will be utilized when recruiting the help of Emeriti members.

*Refer Questions To: For Emeritus Title information, contact the University Board of Trustees Office. For all other inquiries and changes, contact the Ferris State University Alumni office.*