



# FERRIS STATE UNIVERSITY

## HUMAN RESOURCES

### **HR Related Policies & Procedures**

Effective Date: April 14, 2017

**FSU-HRPP 2017:09**

### **Emeritus Policy**

#### **COVERED EMPLOYEES**

- Full-Time Administrative
- FFA Faculty
- KFA Faculty

Board of Trustees Definitions

#### **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. Eligibility 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 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.”

<sup>1</sup> HRPP Retirement Policy: “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.”

- II. Courtesies and privileges provided to individuals who receive Ferris State University Board of Trustee granted Emeritus status include:
- A. Continuation of Courtesies and Privileges to Emeriti Spouse or Other Eligible Adult: The surviving spouse or Other Eligible Adult of an Emeritus continues to receive designated courtesies and privileges, with the exception of tuition waiver and an email address, of the deceased Emeritus. Designated courtesies and privileges cannot be extended on to any other dependent at any time.
  - B. Identification Card: An Emeritus member will receive an ID card clearly marked “Emeritus” that allows access to campus facilities, services, and events at the same rates and levels as current faculty and staff.
  - C. Tuition Waiver: A tuition waiver will be offered to Emeriti members under the same terms and conditions as current faculty/staff, except that the tuition waiver is not transferable to dependents, spouse, or an Other Eligible Adult. KCAD emeriti will be offered tuition waivers according to applicable current KCAD tuition waiver policies.
  - D. Faculty/staff rates will apply to Emeriti who make application for membership and use of the following facilities:
    - 1. Student Recreation Center
    - 2. Racquet Facility
    - 3. Katke Golf Course – three levels of rates
      - June 1988 and years prior, rates offered at the time of Emeritus status being granted by Board of Trustees will remain in effect.
      - June 1989 through year 2000, rates offered at the time of Emeritus status being granted by Board of Trustees will remain in effect.
      - June 2001 and future years, Board of Trustee granted Emeritus will receive current faculty/staff rates.
  - E. Access to the secure wireless service when on campus.
  - F. Access by Emeriti members to University software and IT systems is subject to licensing agreements with third party providers.
  - G. Email Services: Emeriti will retain their Ferris State University mail account, including their contacts list. Any Emeritus who has worked in a HIPAA or PCI area at the University will be given 30 days after their date of retirement to copy any individual emails not containing HIPAA or PCI information that they wish to keep, and the other email files will be either saved for the retiree’s replacement, or deleted. All other Emeriti will be able to keep their email content if they wish.
  - H. Library Resources & Services: Emeriti will retain the same library privileges as current faculty and staff, subject to the licensing agreements with database service providers and other vendors. All fees assessed will be at the same rate as faculty and staff.

- I. Parking Permits: Emeriti will continue to receive faculty/staff parking permits free of charge, subject to the same parking rules and regulations as current faculty and staff. KCAD emeriti will not be provided KCAD parking permits free of charge.
  - J. Individuals granted emeritus status automatically become members of the Ferris State University Emeriti Association (FSUEA). A spouse or an Other Eligible Adult of an emeritus automatically becomes an associate member of the FSUEA.
- III. Courtesies and privileges for the Ferris State University Emeriti Association (FSUEA) include:
- A. The Ferris State University Emeriti Association (FSUEA) is recognized as a University organization in University publications and websites.
  - B. FSUEA is linked to the University via the Alumni Relations department in University Advancement and Marketing.
  - C. University Advancement and Marketing designates a regular employee as a liaison and an ex-officio member of the FSUEA Board.
  - D. The University provides data and accounting services for the FSUEA.
  - E. The University provides FSUEA an office/meeting room, computer/IT support, and a telephone number.
  - F. Through its budgeting process, the University supports the activities of the FSUEA.
  - G. Office Space: Ferris State University will continue to provide office space to the FSUEA and its individual members based on space availability as determined by the University.

*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.*