I. **REASON FOR THIS POLICY**

This policy extends South Dakota Board of Regents (BOR) Emeritus Status policy 4:43, Emeritus Status to describe minimum eligibility criteria at the University of South Dakota (USD) and establishes a process for nominations. Ultimately, a successful nomination on campus results in a recommendation by the President to the Board of Regents for approval of emeritus status.

II. **STATEMENT OF POLICY**

The University of South Dakota confers certain privileges and rights, described below, to emeritus faculty members. These privileges are not indefinite; they may be revoked if the University deems that is in its best interest.

Emeriti generally will hold library, email, and parking privileges. Emeritus faculty members may also teach, conduct research/creative activity, or perform service in paid or unpaid roles. Emeritus faculty members may serve as principal investigators on extramural grants to the University. In these roles or in the use of any University resource, they must conform to all University policies. Emeriti may be granted office space, library study space, or other University resources if they are performing teaching, research/creative activity, or service roles. Emeritus status itself does not confer the privilege of office space, secretarial support, or other resources.
While an emeritus appointment is indefinite, resources devoted to an emeritus faculty member should be reviewed at the time of appointment, approximately yearly thereafter, and whenever a substantial change in activity, capability, or contribution occurs. This review should be conducted by the chair of the department or unit head, and may be subject to approval of administration.

III. DEFINITIONS

Not Applicable

IV. PROCEDURES

A brief nomination memo for emeritus status should be completed for retiring faculty members who meet the basic criteria for such appointment in BOR Emeritus Policy 4:43 by the head of the academic unit in which he or she had been appointed (e.g. Chair or Dean for a department or college/school) and forwarded to the Vice President for Academic Affairs or the Vice President for Health Affairs, depending upon the area in which the faculty member held his or her primary appointment, for endorsement. The memo may be quite informal and should provide the data required to meet the BOR eligibility criteria as well as a brief description of the contributions that the faculty member has made to the University. The nomination may be made before retirement is effective or after retirement has occurred. A chair should forward the recommendation to the dean, who would forward to Academic Affairs and thereby to the President. Emeritus appointments are made by the Board of Regents.

V. RELATED DOCUMENTS, FORMS AND TOOLS

A sample recommendation used by the President’s office can be found online at http://link.usd.edu/98.