

ROGER WILLIAMS UNIVERSITY

UNIVERSITY POLICY REGARDING THE AWARDING OF HONORARY EMERITUS STATUS OR HONORARY  
RETIREESTATUS FOR CERTAIN RETIRED OR RETIRING MEMBERS OF THE FACULTY

Policy Statement. The honorary rank of professor emeritus/a or associate professor emeritus/a may be conferred by the Board of Trustees of the University on senior and tenured retired or retiring members of the University faculty to honor exceptional contributions made as a member of the academic community.

Procedure. The Board of Trustees, through its Academic Affairs Committee, in accordance with University Bylaws (Appendix A), may award emeritus status upon the recommendation of the President, who prior to making his or her recommendation shall seek the advice of the Provost, appropriate Dean and the Faculty Emeritus Committee. Any present or past faculty member or other member of the University community may nominate a retired or retiring tenured faculty member who meets the eligibility requirements, or a retired or retiring faculty member may nominate himself or herself. All nominations shall be made to the President of the University, and shall include supporting material described below. Nominations shall be made on or before the first day of March for an award during the then current academic year. Nominations received after the first day of March shall be considered for the next following academic year.

As stated above, nominations, including self-nominations for emeritus status shall be submitted to the President no later than the first day of March. The nomination shall consist of a written letter or statement from the nominator that sets forth in detail the qualifications of the retired or retiring faculty member for emeritus status, together with supporting statements by a minimum of three other members of the University community.

Upon receipt of the nomination and supporting material, the President shall refer the name and supporting material to the Provost who shall convene the Faculty Emeritus Committee, the membership of which shall be determined by action of the Faculty Senate. The Faculty Emeritus Committee shall confidentially consider the material submitted in support of the retired or retiring faculty member being considered for emeritus status, and shall make a recommendation to the Provost, which recommendation shall be made to the Provost on or before the first day of April for Board of Trustee action during the then current academic year. In considering the material, the Faculty Emeritus Committee may, but is not required to, contact the nominator and/or other members of the University community (except the person nominated, unless self-nominated) for additional or clarifying information.

The Provost shall consider the recommendation of the Faculty Emeritus Committee, together with any recommendation independently made by the appropriate Dean, and make his or her recommendation to the President on or before the first day of May. If the Provost's recommendation is not consistent with the recommendation of the Faculty Emeritus Committee, the President shall meet with the Faculty Emeritus Committee to discuss the matter prior to making his or her decision regarding the recommendation to the Board of Trustees for action during the May meeting of the Board. Contemporaneously with his or her recommendation to the Board of Trustees that emeritus status be granted to a particular member of the retired or retiring faculty, the President shall notify the nominator, the Faculty Emeritus Committee and the retired or retiring faculty member of his or her recommendation. If the President elects not to recommend that emeritus status be granted to a particular member of the retired or retiring faculty, the President shall

notify the nominator and the Faculty Emeritus Committee (but not the retired or retiring faculty member) of his or her recommendation.

Each person involved in the consideration of a retired or retiring faculty member for emeritus status shall take reasonable steps to ensure that the consideration is treated as a confidential matter.

While the responsibility to make a nomination for emeritus status rests primarily with the nominator, the Faculty Emeritus Committee may, but is not required to invite members of the University community, including in particular the academic community, to make nominations of qualified persons, and also shall at the same time inform the community of the schedule for consideration.

Eligibility. Emeritus rank may be conferred upon retiring academic faculty, upon the recommendation of the President, who meet the following criteria:

- Tenured associate or full professor at Roger Williams University;
- In good standing at the time of retirement;
- Served at least fifteen (15) years of service as a member of the Roger Williams University faculty;
- Have met at least two of the following criteria during his or her service to the University: (a) achieved a demonstrable record of excellence in teaching; (b) achieved a demonstrable record of excellence in scholarship and research and (c) made significant contributions that enhanced the reputation of the College, School and/or University.

A retired faculty member may be nominated or may nominate him or herself, provided the faculty member met the above criteria while a member of the faculty.

Benefits to be Provided to Emeritus Faculty. As an emeritus faculty member, she or he shall be entitled to the following benefits:

- A listing as emeritus faculty member of an appropriate academic department in the University catalog;
- Right to utilize business card and letterhead identifying her or him as an emeritus faculty member, consistent with University policy regarding the use of the card and letterhead, provided that she or he has not become employed by another institution of higher education;
- Participation in University ceremonies and may march with academic regalia in a position of honor in academic processions;
- Retain free access to electronic mail account;
- Retain free access to University libraries;
- Retain free parking sticker for identified faculty parking lots;
- Free access to University events to which active faculty are admitted free of charge;
- Access to recreational facilities and dining facilities at faculty rate;
- Faculty discount at University bookstore; and
- Ability to audit classes (assuming space available) at no cost, with permission of instructor.

The granting of emeritus rank does not in itself constitute employment, nor does it confer employment rights or benefits. Notwithstanding the above, an emeritus/a faculty member may be hired by the University as a part-time or adjunct faculty member.

An emeritus/a faculty member shall comply with University policies regarding ethical behavior and conflicts of interest.

An emeritus/a faculty member may participate in departmental and/or school events that are open to faculty members in general; and may participate in departmental and/or School meetings with the expressed written approval of the Dean.

With the permission of the Dean, an emeritus/a faculty member may serve as a Principal Investigator (PI) or research contributor on sponsored research grants, subject to approval of the Provost, in which case the emeritus/a faculty member shall be identified as an unpaid contributor to the project, although University facilities and other support may be contributed to the project as set forth in the research proposal/application approved by the Provost.

Writings undertaken by the emeritus/a faculty member, either alone or in collaboration with others, may contain reference to the emeritus status of the faculty member, provided that the writing clearly states that the emeritus faculty member does not speak for or on behalf of the University.

Emeritus status may be revoked at any time for any reason or for no reason by the Board of Trustees, upon the recommendation of the President, provided however, that the President shall provide the emeritus/a faculty member sixty (60) days' notice and a fair opportunity to be heard on the matter.

#### GRANTING OF HONORARY RETIREE STATUS & ASSOCIATED BENEFITS

Policy Statement. The granting of honorary retiree status to a retired or retiring member of the faculty may be conferred to an eligible member of the faculty, as set forth in this policy, by the Provost of the University. A member of the faculty, having been granted honorary retiree status, shall receive the benefits also set forth in this policy.

Procedure. Requests for retirement benefits described below (in addition to other retirement benefits granted by law, policy or contract) shall be made to the Provost, who prior to making his or her decision, shall seek the advice of the appropriate Dean. The granting of benefits as a retired faculty member does not in itself constitute employment, nor does it confer employment rights or benefits. Notwithstanding the above, a retired faculty member may be hired by the University as a part-time or adjunct faculty member.

Eligibility. Retired benefits may be conferred upon retiring faculty members who meet the following criteria by the Provost:

- Tenured associate or full professors at Roger Williams University;
- In good standing at the time of retirement;
- Served at least ten (10) years of service as a member of the Roger Williams University faculty; and

- Have met at least two of the following criteria during his or her service to the University: (a) achieved a demonstrable record of quality teaching; (b) achieved a demonstrable record of quality scholarship and research, and (c) made quality contributions that enhanced the reputation of the College, School and/or University.

Retirement benefits may be revoked by the Provost at any time for any reason or for no reason, with sixty (60) days' notice to the retired faculty member, providing the retired faculty member with a fair opportunity to be heard on the matter.

Benefits to be Provided to Retired Faculty Members Upon Granting of Such Status. As a retired faculty member granted honorary retirement status by the Provost, she or he shall be entitled to the following benefits:

- Right to use business card and letterhead identifying herself or himself as a retired faculty member, consistent with University policies regarding such use and provided that she or he has not become employed by another institution of higher education;
- Retain free access to electronic mail account;
- Retain free access to University libraries;
- Free access to University events to which faculty members are admitted free of charge; and
- Ability to audit classes (assuming space available) at no cost, with the permission of instructor.

With the permission of the Dean, a retired faculty member with honorary retiree status may serve as a Principal Investigator (PI) or research contributor on sponsored research grants, subject to the approval of the Provost, in which case the retired faculty member shall be identified as such and as an unpaid contributor to the project, although University facilities and other support may be contributed to the project as set forth in the research proposal/application approved by the Provost.

Writings undertaken by the retired faculty member granted honorary retirement status, either alone or in collaboration, may contain reference to the retired status of the faculty member, provided that the writing does not suggest or imply that she or he speaks for or writes on behalf of the University.

APPROVED BY RESOLUTION OF BOARD OF TRUSTEES 2/28/20