University Policy 7480

Emeriti Faculty and Staff Appointment and Privileges

Effective Date

July 1984

Last Revision Date

March 2018

Responsible Party

Human Resources, (208) 426-1616

Scope and Audience

This policy applies to all benefit-eligible faculty and staff.

1. Policy Purpose

To establish the policy and procedures governing emeriti appointment and privileges.

2. Policy Statement

Emeriti status is intended to honor former Boise State University employees in recognition of their dedicated service to the institution.

3. Definitions

3.1 Emeriti

A status awarded to retired employees who have separated from the University and are eligible to take retirement benefits in recognition of their service to the University.
4. Responsibilities and Procedures

4.1 Appointment

4.1.1 Rank

The rank is accorded to members who have provided dedicated service to Boise State University and fulfill one of the following criteria:

a. Completed a minimum of fifteen (15) years in a continuous benefit eligible permanent position at Boise State University, in good standing and eligible to take retirement benefits.

b. Completed less than fifteen (15) years at Boise State University, and eligible for retirement benefits. The recommending department must nominate the candidate for Emeriti status because the candidate has made lasting contributions that have favorably affected the University as a whole.

4.1.2 Approval for Employees with Service of Fifteen (15) years or More

The Short Form for an Emeriti appointment is to be initiated by the candidate with their supervisor and sent electronically to Human Resources.

a. Human Resources will verify that the criteria have been fulfilled with regard to the length of service and retirement status.

b. If Human Resources verifies that the employee meets Emeriti status and is in good standing, the form will be processed and all notifications sent to the relevant departments.

4.1.3 Applications

Should the employee have served less than fifteen (15) years at Boise State University, by recommendation of the home department, the employee may be granted Emeriti Status. Candidates will initiate the process and in coordination with their department submit the Emeriti application along with the following materials to Human Resources:

a. Immediate supervisor approval.

b. Letters of recommendation from at least three individuals professionally acquainted with the candidate, two individuals must be currently employed by Boise State.

For denials, see appellate process in Section 4.1.5 below.
4.1.4 Distinguished Emeriti Faculty

To be awarded a Distinguished Emeriti Faculty designation, professors retiring as Distinguished Professors need only provide a completed short form for standard approval along with a statement from the chair and college dean that they are in good standing.

4.1.5 Awarding of Privileges

a. Once the short form or application has been given final approval by Human Resources, the employee will receive notification from the University officially confirming the Emeriti status and associated privileges.

b. All staff applications must be received by June 30 (or next business day) to be recognized at the annual fall employee recognition luncheon. All faculty Emeriti application materials are due to Human Resources before April 1 for recognition at Spring Commencement or before November 1 for recognition at Winter Commencement.

c. Appeals/Exceptions based on extenuating circumstances for a denial of Emeriti status may be made to the appropriate employee body (i.e. Faculty Senate, Professional Staff Association, and the Association of Classified Employees).

4.2 Emeriti Faculty and Staff Benefits

- An emeriti photo identification card;
- Privileges for use of the library and other campus facilities;
- Administrative support and office/lab space, if approved and made available by the recommending department;
- Use of department letterhead (electronically delivered), or Emeriti Guild letterhead for University-related correspondence;
- Privileges pertaining to payment of fees for courses in which they are or their spouse may wish to enroll;
- A parking permit, as per Transportation and Parking Services’ Emeriti Permit policy;
- Continued access to their university email address; and
- Eligibility for membership in the Emeriti Guild.
4.3 Rehires

If an Emeriti is rehired by Boise State University in a benefit eligible permanent position, all privileges associated with Emeriti status will be suspended until such employment ends and reinstated upon conclusion of service in the benefit eligible permanent position.

4.4 Responsibilities and Conditions

a. Emeriti employees may not use University resources to (i) campaign or advocate for personal or political interests or (ii) conduct for-profit business activities. Emeriti employees may only have access to confidential student, personnel, or other official records to the extent required and authorized within the scope of an approved service activity.

b. Emeriti employees may neither (i) purport to represent the university in any matter nor (ii) bind the university to any commitment or obligation, contractual or otherwise absent written prior approval from the Provost.

c. Emeriti employees may only exercise their privileges in accordance with current Boise State University policies.

5. Forms

Request for Emeriti Status Short Form
https://boisestate.az1.qualtrics.com/jfe/form/SV_1B4zvEh1KSaHy6x

Revision History

July 1998; December 2008; March 2018