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Emeritus Status

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I. REASON FOR THIS POLICY

This policy describes minimum eligibility criteria at the University of South Dakota (USD) and establishes a process for nomination and distinction of Emeritus Status. Ultimately, a successful nomination on campus rests with the university president. The [BOR Policy 4:43](#) was revised in August 2017 delegating authority for these appointments to the university president.

II. STATEMENT OF POLICY

The University of South Dakota recognizes the potential for mutual benefit in a continuing relationship between the institution and accomplished retired faculty and academic administrators. For these reasons, the University 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;
- may also teach, conduct research/creative activity, or perform service to the University in paid or unpaid roles;

- may serve as principal investigators on extramural grants to the University;
- may serve on thesis and dissertation committees;
- may, with the permission of the course instructor, audit classes with no tuition or special fees;
- may be granted access to and use of University resources, including but not limited to office space, library study space, vehicles, information technology equipment and software, laboratory facilities and equipment, etc. if they are performing teaching, research/creative activity, or service roles; and

Emeritus status itself does not confer the privileges of office space, secretarial support, stipend, or other resources.

While the term of an emeritus appointment is indefinite, resources devoted to an emeritus faculty member should be reviewed by the department chair or unit head regularly and are subject to approval of the dean and other administrators, as appropriate.

III. DEFINITIONS

Emeritus Faculty – The title of emeritus is a designation of distinction bestowed upon a faculty member or academic administrator who has served in a position integral to the academic mission of the university and who is retiring from his or her position in good standing allowing the retention of the rank or title acquired prior to retirement.

Minimal Eligibility Requirements for Emeritus Status:

- The individual to be recognized must be retired or have requested retirement from a faculty position or an academic administrator position.
- The individual to be recognized must have served the University of South Dakota for a period of at least 15 years.
- The individual to be recognized must have distinguished themselves in one or more of the areas of the tripartite mission – teaching, research and creative activity, and service to the university or civic involvement. Distinguished performance is defined as performance beyond the expectations for the position over an extended period of time that has made an impact on the institution.

IV. PROCEDURES

A brief nomination memo for emeritus status should be completed for a retiring faculty member or academic administrator who meets the basic eligibility criteria for such appointment by the chair or a member of the academic unit in which the faculty member held their primary appointment. The nomination memo must be signed by the Dean of the school or college in which the faculty member has served. The memo should provide the data required to demonstrate that the applicant has met the eligibility criteria as well as a brief description of the contributions that the faculty member has made to the University.

After review, the Dean's Office will forward the nomination memo to the Vice President for Academic Affairs or the Vice President for Health Affairs by March 15 for May retirements and by October 15 for December retirements. The nomination may be made before retirement is effective or after retirement has occurred. The respective Vice President will forward the recommendation to the President.

In special circumstances, exceptions to the minimum eligibility requirements may be granted by the Vice President for Academic Affairs, the Vice President for Health Affairs or the President of the University.

V. RELATED DOCUMENTS, FORMS AND TOOLS

Note: Emeriti faculty will be listed in the university academic catalog and in the annual commencement program. Emeriti faculty may also be listed on department web pages.

[South Dakota Board of Regents Policy 4:43](#)