

POLICY FOR GRANTING EMERITUS STATUS

AT NEW JERSEY CITY UNIVERSITY (NJCU)

All recommendations for emeritus status, without exception, must be received by the **NJCU Senate Executive Committee (SEC)**. The SEC forwards recommendations to the administration (Senate Constitution, Section 3c(6)).

ELIGIBILITY AND CRITERIA

Officially retired members of the university community are eligible for emeritus status. Recipients of the Distinguished Service Award are not eligible. Any faculty member, administrator, or librarian who meets all of the criteria listed below is eligible.

All applicants:

1. Must have tenure at NJCU;
2. Must hold the academic rank (full) “Professor;”
3. Must have ten cumulative years of full-time service at NJCU;
4. Must have held the academic rank “Professor” at NJCU for a minimum of three full-time years. These three full-time years are included in the ten cumulative full-time years indicated in (3) above.

A faculty member, administrator, or librarian to be designated emeritus must have demonstrated commitment to the university, its mission and its students. He/she/they must have achieved distinction as a teacher and/or scholar and have made additional significant contributions to the university and community. He/she/they shall demonstrate evidence, **post-retirement**, of continuity in contributions to scholarship or creative activity, to teaching, and to the university and community.

GENERAL PROCEDURES

Nominations for emeritus status must be received, in electronic format only, by the Senate office by **January 30th in the year the award will be granted**. The Senate administrative assistant shall immediately forward the nominee’s application to the University Senate Committee on Faculty and Professional Staff Affairs (FPSA). The Senate administrative assistant shall immediately notify the candidate that the nomination has been received.

