

**National-Louis University Policy On Emeritus Status**  
**FP: 108**

The rank of Emeritus may be assigned to honor eligible faculty when employment is terminated for valid reasons (e.g., retirement, family circumstances, illness or other personal concerns).

Eligibility includes full-time faculty at National-Louis University and in the Baker Demonstration School who hold the rank of Assistant Professor, Associate Professor or Professor after ten or more years of distinguished service to the University.

Such appointment shall be made upon the affirmative recommendation of the College and Institutional Promotion and Tenure Committees, the approval of the Chief Academic Officer and ratification by the Board of Trustees.

**Criteria**

Faculty

1. Service in a full-time position at National-Louis University for a minimum of ten years.
2. Achievement of the rank of Assistant, Associate or Full Professor.
3. Sustained professional contributions in the areas of teaching, scholarship and service that have advanced the status of National-Louis University.
4. Endorsement by the College and Institutional Promotion and Tenure Committees and recommendation by the dean of the faculty member's college.
5. Termination of employment for reasons such as retirement, family circumstances, illness or other personal concerns.

**Process**

1. Any faculty member or administrator may nominate any eligible individual for consideration. Written nomination letters should be sent to the Academic Affairs office by September 1 of each year. If possible, the nominee's current vita should be included with the nomination letter.
2. The Office of Academic Affairs will coordinate the process. Nomination letters and vita will be forwarded to the chairs of the appropriate College and Institutional Promotion and Tenure Committee.
3. The Office of Academic Affairs, in consultation with the Chair of Institutional Promotion and Tenure Committee, will provide each nominee's current vita, if it has not been supplied, and will request a letter of support from the nominee's dean and/or immediate

supervisor, where applicable. These materials will be forwarded to the appropriate committee chairs.

4. The College Promotion and Tenure Committee shall review the request and make a recommendation to the Institutional Promotion and Tenure Committee. The Institutional Promotion and Tenure Committee shall review the recommendation and consider each nominee's qualifications further. The College and Institutional Promotion and Tenure committees shall have the right to request any additional information that is deemed necessary to make an appropriate decision.
5. The Institutional Promotion and Tenure Committee shall make its recommendation concerning each candidate to the Chief Academic Officer on or before June 1 of each year. The Chief Academic Officer will review the recommendation and forward his or her decision to the President. The President shall request ratification of the decision to award emeritus status to each individual from the Board of Trustees.
6. Whenever possible, successful nominees shall be notified of their emeritus status before the end of the spring term of the year when they plan to retire.

### **Privileges**

The University shall provide the emeritus faculty member with the following privileges:

1. Listing in the University Catalog, the Faculty Handbook, and all official faculty registers with the designation of "Emeritus."
2. Non-voting membership in the Faculty Association and the faculty organization of the college in which he/she has most recently served; committee service by invitation.
3. The right to participate with other faculty in ceremonial academic activities such as commencement and convocations.
4. Lifelong tuition benefits of one course per quarter (for credit or audit) for the person with emeritus status, at any NLU campus or center.
5. Continuation of faculty privileges for the use of the University library, computer laboratories, athletic facilities and parking.
6. A lifelong complementary pass for tickets at faculty rates to athletic events, performing arts presentations, or similar events.
7. Participation in programs such as membership in the Warehouse Club and United Buying Services.
8. Shared use of office space where facilities permit.
9. Any other comparable privileges which are made available to all full-time faculty in the future, subject to the approval of the Chief Academic Officer and the President of the University.