

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES**

Agenda Item Summary Sheet

Committee: Human Resources Committee **Date of Meeting:** May 18, 2011

Agenda Item: Proposed Amendments to Board Policy 4.8 – Emeritus Status
(First Reading)

- Proposed Policy Change Approvals Required by Policy Other Approvals Monitoring
- Information

Cite policy requirement, or explain why item is on the Board agenda:

At the request of the Board of Trustees

Scheduled Presenter(s):

Lori Lamb, Vice Chancellor for Human Resources

Outline of Key Points:

- Amendments to policy

Background Information:

The Board of Trustees requested that the emeritus policy be reviewed at this time.

First Reading

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

BOARD ACTION

PROPOSED AMENDMENTS TO BOARD POLICY 4.8 – EMERITUS STATUS

BACKGROUND

The Board of Trustees requested that the emeritus policy be reviewed at this time. Various constituency groups, including presidents, chief human resources officers and union leadership, are in the process of being consulted. Attached are copies of the proposed changes to the policy—one noting the changes and the other being a clean copy.

This is a first reading only; there will be no committee action at this time. The second reading will be heard at the June board meeting.

RECOMMENDED COMMITTEE ACTION

The Human Resources Committee recommends that the Board of Trustees adopt the following motion:
The Board of Trustees adopts Board Policy 4.8 as presented in the Board packet.

RECOMMENDED MOTION

The Board of Trustees adopts Board Policy 4.8 as presented in the Board packet.

Date of Presentation to the Board: May 18, 2011

Date of Board Action: May 18, 2011

Date of Approval: May 18, 2011

DRAFT 5.3.11

4.8 Emeritus Status

Part 1. Purpose.

The award of emeritus status is intended as a special honor for long-serving employees who have served with distinction. Recognition as emeritus is not a matter of due course, and is granted only to those whose service has been most exemplary.

To be awarded emeritus status, an employee must have:

- a. Retired from employment with the Minnesota State Colleges and Universities system;
- b. Established a record of distinguished service while employed at the college, university, or Office of the Chancellor;
- c. Completed their appointment or employment in good standing; and
- d. Met the longevity provision for the category of service in which the employee is to be honored.

Part 2. Chancellor. The ~~Minnesota State Colleges and Universities System~~ Board of Trustees may confer by appropriate resolution the honorary office of Chancellor Emeritus upon a chancellor or former chancellor who has completed at least five ~~(5)~~ years as chancellor and meets the requirements set forth in Part 1. ~~who is retiring from employment with the Minnesota State Colleges and Universities system.~~

Part 3.2. Presidents. The ~~Minnesota State Colleges and Universities System~~ Board of Trustees, upon recommendation of the Chancellor, may confer by appropriate resolution the honorary office of President Emeritus upon a president or former president who has completed ~~a~~ a substantial term, normally at least ten ~~five (5)~~ years, as president of a system university or college and meets the requirements set forth in Part 1. ~~who is retiring from employment with the Minnesota State Colleges and Universities system.~~

Part 4.3. Faculty and staff. The president of a college or state university or the chancellor for the Office of the Chancellor may confer emeritus status upon a faculty or staff member who has completed a substantial term of employment, normally at least ten years, with Minnesota State Colleges and Universities and meets the requirements set forth in Part 1 and the policies ~~is retiring from employment with the Minnesota State Colleges and Universities system. This shall be done in accordance with the policy or procedure developed~~ in Subpart A.

Subpart A. Each college or university and the Office of the Chancellor, ~~through college or university policy or procedure,~~ shall adopt policies to establish guidelines for the designation of emeritus~~such~~ status consistent with this policy.

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

BOARD POLICY		4.8
Chapter 4	Human Resources	
Section 4.8	Emeritus Status	

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1 Part 1. Purpose.

2 The award of emeritus status is intended as a special honor for long-serving employees who have
3 served with distinction. Recognition as emeritus is not a matter of due course, and is granted only
4 to those whose service has been most exemplary.

5 To be awarded emeritus status, an employee must have:

- 6 a. Retired from employment with the Minnesota State Colleges and Universities
7 system;
- 8 b. Established a record of distinguished service while employed at the college,
9 university, or Office of the Chancellor;
- 10 c. Completed their appointment or employment in good standing; and
- 11 d. Met the longevity provision for the category of service in which the employee is to be
12 honored.

13 Part 2. Chancellor. The Board may confer by appropriate resolution the honorary office of
14 Chancellor Emeritus upon a chancellor or former chancellor who has completed at least five years
15 as chancellor and meets the requirements set forth in Part 1.

16 Part 3. Presidents. The Board, upon recommendation of the Chancellor, may confer by
17 appropriate resolution the honorary office of President Emeritus upon a president or former
18 president who has completed a substantial term, normally at least ten years, as president of a
19 system university or college and meets the requirements set forth in Part 1.

20 Part 4. Faculty and staff. The president of a college or state university or the chancellor for the
21 Office of the Chancellor may confer emeritus status upon a faculty or staff member who has
22 completed a substantial term of employment, normally at least ten years, with Minnesota State
23 Colleges and Universities and meets the requirements set forth in Part 1 and the policies in
24 Subpart A.

25 Subpart A. Each college or university and the Office of the Chancellor shall adopt policies to
26 establish guidelines for the designation of emeritus status consistent with this policy.

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28 ***Policy History:***

29 *Date of Adoption: 11/17/99*

30 *Date of Implementation: 11/17/99*

31 *Date & Subject of Revisions:*

32 *12/17/03 - Added Part 1, Chancellor Emeritus and authorized President Emeritus status*
33 *for college as well as university presidents*

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