



### Summary Crosswalk of Emeritus/Emeritum Policy Changes

#	Policy Differences	Current Emeritus Policy (dated 2/14/2020)	New Policy (dated 6/24/2022)
1	Policy Name	Emeritus	<a href="#">Awarding Emeritum Status</a>
2	Terminology	<ol style="list-style-type: none"> <li>Emeritus (masculine)</li> <li>Administrative staff<sup>1</sup></li> </ol>	<ol style="list-style-type: none"> <li>Emeritum (non-binary)</li> <li>Administrators (current terminology)</li> </ol>
3a	Awarding of Emeritus/ Emeritum Status	<u>Faculty &amp; Academic Staff</u> : Automatically granted upon university retirement if in good standing as defined by the policy.	<p><u>Faculty &amp; Academic Staff</u>: Process includes a written recommendation from the unit administrator (e.g., chair) and major administrative unit head (e.g., dean). Written approval is required by the Office for Faculty and Academic Staff Affairs (FASA).</p> <p>(To accomplish the above, faculty and academic staff initiate and submit the <a href="#">Emeritum Request Form</a> to their supervisor and it routes to the appropriate offices).</p>
3b	Awarding of Emeritus/ Emeritum Status	<u>Administrative Staff</u> : Automatically granted upon university retirement if in good standing as defined by the policy.	<p><u>Administrators</u>:</p> <ol style="list-style-type: none"> <li><i>Deans and executive managers</i>: Process requires the administrator to submit a formal letter of request to their supervisor, and written approval by supervisor, major administrative unit head, and the Office for FASA.</li> <li><i>All other administrators (e.g., chairperson/school director, associate dean)</i>: Process now includes a written recommendation from the unit administrator (e.g., chair) and major administrative unit head (e.g., dean). Written approval is required by the Office for FASA. <i>(Note: This is the same process for faculty and academic staff above)</i></li> </ol> <p>(To accomplish the above, administrators initiate and submit the <a href="#">Emeritum Request Form</a> to their supervisor and it routes to the appropriate offices. For deans or executive managers requesting emeritum status, attach a formal letter of request outlining accomplishments achieved at MSU to the Emeritum Request Form).</p>

<sup>1</sup> Includes executive managers such as vice presidents, associate vice presidents, etc., and academic managers such as deans, associate/assistant deans, chairpersons/school directors.

#	Policy Differences	Current Emeritus Policy (dated 2/14/2020)	New Policy (dated 6/24/2022)
4a	Appeal Process for Negative Decisions	<u>Faculty &amp; Academic Staff:</u> N/A	<u>Faculty &amp; Academic Staff:</u> Appeal process added and includes review by the University Committee on Faculty Affairs (UCFA). If the UCFA determines the appeal has merit, the relevant documents are forwarded to the Provost who makes the final decision.
4b	Appeal Process for Negative Decisions	<u>Administrative Staff:</u> N/A	<u>Administrators:</u> No appeal process.
5	Granting of Emeritum Status After a Substantial Period of Service	<u>Faculty, academic staff, and administrative staff:</u> Approval by President, upon recommendation from Provost to President after Provost consults with UCFA.	<u>Faculty &amp; Academic Staff:</u> No change; process remains the same.  <u>Administrators:</u> Different process for administrators which includes: the administrator must submit a formal letter of request, then approval of the supervisor, the MAU unit head, FASA, and the President.
6	Revocation of Emeritus/ Emeritum Status: <b>Process</b>	<u>Faculty, academic staff, and administrative staff:</u> Approval by President, upon recommendation from Provost to President after Provost consults with UCFA.	<u>Faculty &amp; Academic Staff:</u> Process remains the same. The revised policy codifies:  a) The Provost notifying the retired faculty member in writing and allowing them an opportunity for a response for consideration (this was past practice). b) UCFA's interpretation that the UCFA acts as an advisory body to the Provost (this was past practice) rather than an arbiter.  <u>Administrators:</u> Different process for administrators which includes: a notification of intent to revoke will be sent to the retired administrator with an opportunity for a response. The President makes the determination.
7	Revocation of Emeritus/ Emeritum Status: <b>Criteria</b>	<u>Faculty, academic staff, and administrative staff:</u> Behavior occurring or discovered <b>after</b> being awarded emeritus status is deemed to be substantially inconsistent with the behavior expected of MSU faculty, academic staff, and administrative staff	<u>Faculty, Academic Staff, &amp; Administrators:</u> There are two criteria for revocation depending on when emeritus status was granted:  1. If emeritum status is granted under the revised policy, there is no change to the criteria. Behavior must have occurred or discovered after emeritum status was actively awarded.  2. If emeritus status was granted under the policy where emeritus status was automatically granted, emeritus status may be revoked based on behavior that is deemed to be substantially inconsistent with the behavior expected of Michigan State University faculty and academic staff, regardless of whether that behavior occurred before or after the automatic granting of emeritus status.

**Note:**

1. The emeritus suffix remains unchanged for those granted emeritus status prior to this policy revision. Faculty/academic staff with the emeritus suffix may choose to officially change their suffix to emeritum.
2. Faculty, academic staff, and administrators who are awarded emeritum status may choose to use the term “Emeritus”, “Emerita” or “Emeritum” in describing their designation.
3. The [Requesting Emeritum Status \(msu.edu\)](https://www.msu.edu/emmeritum) website identifies the process steps for requesting emeritum status.