

**University Policy 5.01.07****Emeriti Faculty and Staff Status****Policy Approval Date: December 1, 2017****Policy Effective Date: December 1, 2017****Revised Procedure Approval Date: June 10, 2024****Revised Procedure Effective Date: July 1, 2024****POLICY STATEMENT**

Capella University awards emeriti status to select faculty and professional staff who have made outstanding contributions to Capella University through their years of service and employment. Emeriti status may be provided as a special honor to an individual who has served the university's mission and students with great distinction. The Capella University Board of Trustees awards emeriti status.

**RATIONALE**

The purpose of this policy is to recognize the academic and professional contributions of Capella University employees who are reaching the end of significant career involvement with the university. By such recognition, the university demonstrates its appreciation of those with long Capella University careers who have furthered the university's mission and served its students well.

**DEFINITIONS**

None

**PROCEDURES**

- I. Criteria of Appointment—Eligibility for Emeriti Status
  - A. Emeriti status may be awarded only to Capella faculty or professional employees.
  - B. The awarding of emeriti status is rare and demonstrates exceptional service to Capella University.
  - C. Nominations for emeritus status must be initiated within two years following retirement. The title "posthumous emeritus" may be awarded to faculty or staff who die before retiring. Nominations must be initiated within two years following death.
- II. Selection Process—Steps in Awarding Emeriti Status
  - A. Current faculty or professional staff, preferably from the nominee's department, may submit nominations based on their familiarity with the nominee's professional contributions to the provost, who will make the final recommendation to the president.
  - B. The Capella University President nominates prospective emeriti faculty or professional staff for the Capella University Board of Trustees to consider.
  - C. The board approves and awards emeriti status.
  - D. Emeriti status is an honorary status and may be rescinded at any time.
  - E. The decision to rescind an individual's emeriti status rests entirely with the board.

### III. Benefits of Emeriti Status

- A. The status of emeriti is honorary and has no Human Resources privileges.
- B. Emeriti faculty and professional staff may be engaged by Capella University as employees or consultants and are subject to Human Resources hiring, performance and benefits processes as applicable.
- C. Emeriti faculty and professional staff may publically use “emeritus” or “emerita” along with the honoree’s highest formal Capella title (e.g., professor emeritus or vice president emerita).
- D. Any additional benefits are at the discretion of the university president.

### **POLICY OWNER**

Academic Owner: President

Operations Owner: Registrar’s Office

### **RELATED DOCUMENTS**

None

### **REVISION HISTORY**

Original Policy Approval Date: December 1, 2017

Revision dates: 6-10-24

Administrative edits as a result of ongoing review: 4-1-20; 4-1-25