

Volume A2: Academics	A2.02.1 Faculty Emeritus/Emerita Effective Date: 07/01/2025 Last Revised: 10/03/2018	Responsible Office: Academic Affairs
Chapter 02: Faculty		Responsible Officer: Provost

POLICY STATEMENT

Northeastern Illinois University (NEIU) awards the status of Emeritus/Emerita to eligible faculty members upon retirement, on the nomination and recommendation of the department/program, department chair or college dean, with the concurrence of the provost, and with the approval of the University president.

PURPOSE OF THE POLICY

To set forth the eligibility criteria, processes and procedures by which retiring faculty members are awarded Emeritus/Emerita status.

WHO IS AFFECTED BY THIS POLICY

All full-time, tenured faculty members holding the rank of Associate Professor or Professor who formally retire from Northeastern Illinois University who are eligible to be nominated for Emeritus status; and faculty/staff/administrators nominating, recommending or evaluating the conferral of Emeritus/Emerita status.

DEFINITIONS

Faculty: Faculty members holding the rank of Associate Professor or Professor at the time of retirement, and who formally retire from Northeastern Illinois University are eligible. This includes academic administrators who hold faculty rank and who have either earned or have been awarded tenure, and formally retire from NEIU.

Emeritus/Emerita: The rank of Emeritus/Emerita is an honorary appointment made by the University president upon the recommendation of the department/program faculty, or the department chair, or college dean or the provost, to recognize a high level of accomplishment throughout a faculty member's career. Faculty who are awarded Emeritus/Emerita status will retain their rank at the time of retirement followed by the designation "Emeritus" or "Emerita" e.g. Professor Emeritus, etc.

PROCEDURES

Within six months before or three years after retirement, each tenured faculty member who fulfills the following conditions will be considered eligible for nomination/recommendation to Emeritus/Emerita status.

- a. Meets the eligibility requirements for retirement as specified by the State Universities Retirement System of Illinois (SURS).
 - b. Holds or held the rank of Associate Professor, or Professor.
 - c. Has completed ten (10) years of service to the University and has a faculty rank listed in (b).
 - d. Has demonstrated a high level of distinction throughout their career at NEIU.
1. A faculty meeting the eligibility criteria listed above can be nominated by tenure-track faculty in their department/program or by their department chair, or by their college dean. The nomination should be sent to the provost and the nominator's recommendation shall document the basis for recommending the



Emeritus/Emerita status.

2. In the case of all nominations/recommendations, the provost shall consult with the college dean, before making their recommendation on each case to the President.
3. The provost shall review all recommendations with the University president. The University president or designee shall inform the faculty member of his/her decision, and in the event of a favorable decision, shall announce the appointment at the appropriate annual event that commemorates the honor (e.g. Commencement, Faculty Institute, Annual Awards Ceremony, etc.). The decision of the University President is final and a negative decision terminates the process.

Emeritus/Emerita status is an honor, privilege, and responsibility which may be used for professional purposes and for participation in academic convocations and events.

The rights and privileges extended to Emeriti faculty shall include:

1. Faculty rights and privileges in the University library, including the issuance of a University ID card.
2. Faculty rights and privileges in attending the University’s social, cultural, and athletic events.
3. Faculty listing in the Emeriti section of the University’s Academic Catalog and, if requested, business cards indicating their Emeritus/Emerita status, paid for by the academic department of the Emeritus/Emerita.
4. A free Level 1 parking permit upon request, issued on an annual basis.

HISTORY

04/29/2025 – Revised

10/03/2018 – Revised contact information

08/27/2013 – Revised; revised policy code number
 Formerly Administrative Memorandum No. 7 – Emeritus Faculty, effective dated 03/01/1995

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	Email
Provost/Vice President for Academic Affairs	(773) 442-5420	Academic-Affairs@neiu.edu

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.