

COLLEGE of CHARLESTON

OFFICIAL DIVISIONAL POLICY

Academic Affairs Division

Emeriti Titles for Retired Academic Administrators

Contents

- 1.0 Policy Statement
- 2.0 Reservation of Appointment Authority
- 3.0 Policy Manager and Responsible Party or Office
- 4.0 Departments/Offices Affected by this Policy
- 5.0 Procedures Related to this Policy
- 6.0 Related Policies, Documents or Forms
- 7.0 Review Schedule

1.0 Policy Statement

The *Faculty/Administration Manual* describes the conditions under which retired members of the College of Charleston faculty may be permitted use of an “Emeritus” or “Emerita” title. Separate from and in addition to a faculty emeritus and emerita title, under certain conditions a retired academic administrator may be allowed the use of an emeritus or emerita title associated with the administrative appointment (e.g., “Dean Emerita”), consistent with the provisions of this divisional Policy.

1.1 In the Academic Affairs Division, emeriti titles should be associated with faculty rank at the College of Charleston. Emeriti titles associated with administrative appointments are appropriate only for those academic administrators who hold regular faculty rank and who already have been determined as eligible for emeriti faculty status on the basis of their exemplary service as instructional or library faculty. Emeriti titles for academic administrators are appropriate only when awarded in addition to the faculty emeriti titles already given to those same individuals (e.g., “Professor Emeritus of Studio Art and Dean Emeritus of the School of the Arts”).

1.2 Emeriti titles for those retiring from academic administrative appointments are appropriate only for those whose administrative titles prior to retirement included the words “Dean,” “Vice President,” or “Provost.” Department Chairs and Program Directors are not eligible for separate emeriti titles, as the primary honor associated with their emeriti titles comes from their faculty work.

1.3 Emeriti titles for those retiring from academic administrative appointments (or having stepped down from such appointments within two (2) years of retirement) are awarded with the written approval of the Provost. Such titles require a “history of exemplary service” in the academic administrative role, as determined by the Provost. A term of academic administrative service of a minimum of five (5) years will be typical when emeriti titles are under consideration.

1.4 No separate or additional benefits are attached to the awarding of emeriti titles to retired academic administrators. No academic administrator has any right to or expectation of use of an emeritus or emerita title following retirement. Emeriti titles may only be used when such titles have been awarded in writing by the Provost.

1.5 In rare and irregular cases, the Provost may grant emeriti titles in writing to individuals in the Academic Affairs Division who have rendered extraordinary academic administrative service to the College for ten (10) or more years, at the Provost’s sole discretion (e.g., “Executive-in-Residence Emerita”). Such irregular cases, by definition, set no precedent for the future awarding of emeriti titles.

1.6 Academic administrators who report directly to the President of the College (e.g., the Provost) are not covered by the principles outlined in this divisional Policy. Such administrators may only use emeriti titles following retirement if they receive the written permission of the President to do so.

1.7 Administrators with regular faculty rank who report to a vice president outside the Academic Affairs Division may be awarded emeriti titles in their administrative capacity only following receipt of the faculty emeriti title and only with permission of the President.

1.8 The President and/or the Board of Trustees may assign emeriti titles in any fashion they see fit, without regard to the provisions of this Policy.

2.0 Reservation of Appointment Authority

No provision of this divisional Policy shall interfere with or limit the faculty appointment authority of the President, or such authority as may be delegated by the President to the Provost.

3.0 Policy Manager and Responsible Department or Office

Provost (or Provost’s Designee), Office of the Provost

4.0 Departments/Offices Affected by this Policy

Office of the Provost

All Deans, Departments, Programs, Academic Centers, and Other Divisional Offices

5.0 Procedures Related to this Policy

None.

6.0 Related Policies, Documents or Forms

Faculty/Administration Manual

7.0 Review Schedule

Approved: May 2018

Next Review Date: October 1, 2023



Signed: _____

Brian R. McGee, Provost