



Recommendation to the President:

Staff Congress hereby recommends to President Mearns the creation of a Staff Emeritus appointment.

The Staff Emeritus appointment is designed to honor and recognize an eligible member of the University's staff for considerable meritorious service to Northern Kentucky University.

Staff Emeritus rank is afforded to staff members upon retirement who have provided distinguished service to Northern Kentucky University and have met the NKU retirement eligibility: <http://hr.nku.edu/hrpolicies/definitions/retiree.html>

Procedures for completion of the Staff Emeritus process:

- The nomination for emeritus rank appointment is to be initiated by any member of the department in which the candidate held his/her full time position.
- The nomination is to be approved by the Dean, or Major Department Head, Division Vice President and the President.
- It is the responsibility of the recommending department to compile a set of supporting credentials to be included with the nomination. The credentials must include the following:
  - Documentation of the fulfillment of criteria concerning time of service and retirement status.
  - A history of the candidate's total time of service at Northern Kentucky University.
  - A favorable recommendation from the head of the department. The recommendation should highlight the accomplishments which distinguishes the service of the nominee. The recommendation should include information of how the nominee significantly benefited their department(s) and brought honor and/or recognition to the University. Examples of service contribution, professional development activities, and community service activities should also be provided as appropriate.
- The completed nomination material is submitted to the office of the President.
- The President will review the list of nominees and submit final recommendations to the Board of Regents at the next scheduled Board of Regents meeting.
- Honorees recommended for emeritus appointment will be invited to the Board of Regents meeting at which the Staff Emeritus honorary title will be conferred.

Staff members who receive this honor will have the following benefits:

- Staff privileges for athletic and cultural campus activities and use of campus facilities
- Staff library privileges
- NKU photo identification card indicating Emeritus status
- Mailing of appropriate NKU publications
- Staff NKU e-mail account privileges

Emeritus appointment recipients will be honored in appropriate University publications and listed on the NKU website according to year of retirement.

Exceptions to staff eligibility can be made by the President.

*Voted and approved by Staff Congress on January 14<sup>th</sup> 2016*