

EMERITUS/EMERITA DESIGNATION GUIDELINES

Revised December 2011

The Academic Recognition Committee has been established to review and evaluate nominations and recommend the Emeritus/Emerita designation on the basis of the following criteria:

A. Nominees must demonstrate **either** of the following criteria:

1. Major contributions to the University.

- Noteworthy teaching, administering, coaching, or performance at the University.
- Continuing contribution, beyond regular teaching to students and student groups, over an extended period of time.
- Notable service to the University through membership in University-wide or departmental organizations.
- The initiation and successful administration of a major new program for the University.

2. Major contributions to one's field.

- Significant publications or equivalent activities in the professional field.
- Significant leadership in state, regional, national or international activities which significantly benefit the University and the profession.
- The award of significant grants or fellowships or of major awards or honors from professional organizations.
- Invitations to speak or perform at meetings of local, state, national or international organizations.

B. All nominees must provide the following:

- **Support from ten (10) members or the majority of the nominee's academic department.** This may include individual letters from members of the department or a single letter with the required number of signatures.

Those awarded the Emeritus/Emerita designation shall be afforded the following rights and privileges:

- A. Recognition in the University Catalog.
- B. Placement on the University mailing list.
- C. Complimentary tickets upon request to athletic and cultural events.

- D. The privilege of participation in academic processions.
- E. The inclusion in any other department, administrative and official functions by the invitation of the group concerned.
- F. Full library privileges.
- G. A reserved carrel in the library, if available, or access to the sixth floor faculty study room.
- H. Free parking privileges in campus parking lots assigned to faculty and staff, upon request made to the Office of the Provost.

This is an opportunity to recognize, in at least one small way, the many years of dedicated service and commitment by your former colleagues to West Chester University and its students.

Dates

Three copies of the Nominations submitted by:	February 13, 2012
Announcement of Award:	May meeting of the Council of Trustees
Presentation of Award:	December Commencement, annually