Professor Emerita/Emeritus Selection Process Guidelines

Overview

The title emerita or emeritus may be awarded by the Board of Visitors to a distinguished, tenured faculty member upon retirement at the rank of professor, with at least 15 years of full-time service to the University. Professors emeriti/ae shall be included in faculty lists, receive invitations to attend appropriate University functions, be considered for appropriate grants by the University research committee, and may continue to use physical facilities, if available, at the University for study and research as approved by the Provost and the President. This designation recognizes distinguished faculty who, in addition to rendering long and faithful service to the University, have unselfishly made outstanding contributions above and beyond those expected of all conscientious employees. The Faculty Recognition Review Committee will review nominations of faculty to receive the emerita/emeritus title. This title is considered the highest honor the academic community can bestow upon one of its members. The nomination process shall be open to anyone wishing to submit a nomination, including self-nomination.

Eligibility Criteria

1. Full-time University employee with a minimum of 15 years of service
2. Retired from the University
3. Held the rank of tenured professor for at least 5 years immediately prior to retirement

Required Materials

The nomination package must include the following:

1. Name of nominee
2. School
3. Department
4. Rank
5. Number of years of service at NSU
6. Accomplishments while at NSU
7. Contributions to the growth of the University
8. Contributions to the academic achievements of students
9. Up-to-date curriculum vitae
10. Other supporting documentation for the nominee.

Review Process and Timeline

1. The Faculty Recognition Review Committee, as specified in Section 3.9 of the Teaching Faculty Handbook, will serve as the committee for emerita/emeritus designation.
2. Nomination packages are reviewed by the committee.
3. The committee forwards its recommendations to the Provost and President.
4. Final recommendations are presented to the Board of Visitors for consideration at the May meeting.
5. Award recipients are notified and formally recognized at Fall Convocation in September.

Submission Deadline

The nomination package is due by October 1 at facultyemeritus@nsu.edu.

Note: This document has been adapted from Section 3.1.4, Section 3.9, and Section 3.9.2 of the Teaching Faculty Handbook.