

## CLEAN COPY

Proposed language for III.G

### *G. Appointments Available to Faculty Upon Retirement*

#### III G 1. Eligibility

In recognition of service to Washington State University, upon retirement, faculty may be awarded “retired with merit” status and retain access to specified university resources.

The awarding of this status will be represented by the faculty member adding emeritx, emerita, or emeritus to their title.

To be eligible, faculty must have held a career-track or tenure-track position at Washington State University for a period of at least five (5) years prior to leaving the University. Furthermore, they must be at least sixty (60) years old or have completed at least twenty-five (25) years of service to the University.

Upon retirement, in consultation with the dean and VCAA, the chair or school director will approve the faculty request for retired with merit status and the faculty member’s choice of title. The unit will process the title and status requested through the University’s personnel management system, which will automatically notify the Office of the Provost and Human Resource Services (HRS).

#### III G 2. Notification

A letter of recognition will be sent by the provost to each faculty retiree awarded an emeritx, emerita, or emeritus addition to their title and the status it represents.

#### III G 3. Privileges of Status

Emeritx, emerita, or emeritus faculty are encouraged to remain an important part of the University. Department chairs, school directors, and academic directors are encouraged to assist retired faculty in maintaining a continuing relationship with the department, school, college, campus, and university as is feasible and mutually acceptable. Note however, that “The Ethics in Public Service Act (RCW 42.52) provides that state employees cannot use state resources for personal benefit or their state positions to obtain special privileges.”

Emeritx, emerita, or emeritus faculty shall have continued campus courtesies including the options to

- 1) use library and recreational facilities
- 2) receive publications sent to active faculty and members of the Alumni Association
- 3) participate in contract, grant, and other scholarly endeavors in an unpaid capacity
- 4) negotiate with chairs or directors for office space, laboratory space, and computer (retain internet, e-mail, and other cloud services available to faculty at large) and facility access as available
- 5) participate in academic convocations, commencements, and other academic endeavors; and

- 6) request that their names be retained in the *Washington State University Catalog* until their death.

Emeritx, emerita, and emeritus faculty may have other privileges accorded to them that are defined elsewhere in the *Faculty Manual* or in other university, college, campus, or unit documents (e.g. bylaws for individual colleges or graduate programs). However, those privileges do not include voting privileges for tenure and promotion, hiring, or election of Faculty Senate representatives.

#### III G 4. Management of Space and Other Resources Used by Retired Faculty

Emeritx, emerita, or emeritus faculty may negotiate with department chairs, school directors, or academic directors for the use of institutional resources. The appropriate chair or director shall be responsible for overseeing the activities of retired faculty who are granted access to institutional resources and shall be responsible for executing all faculty or PI activities outlined in the appropriate sections of the BPPM and SPPM including, but not limited to, BPPM 50.20, Access to University Facilities, and relevant Chapters within SPPM Section 4, Laboratory Safety, including SPPM 4.12, and Section 5, Chemical Hazardous Materials Safety. The chair or appropriate director will communicate and coordinate with the retired faculty member to ensure compliance with all relevant University lab safety and health policies and procedures and related federal, state, and local laws.

Chairs, school directors, and academic directors will review emeritx, emerita, and emeritus faculty access to institutional resources and privileges at the beginning of each biennium or more frequently, as needed, to make modifications based upon the mutual benefit to the University and the faculty member. Renewal of access to institutional resources, such as space, is not guaranteed.

#### III G 5. Rehiring Retired Faculty

Prior to offering a paid position to a retiree, the request must be approved by an HRS Benefits Director.

Minor update to I.B.1.a.

##### Section I.B.1.a, paragraphs 1 and 2:

A faculty member's APPOINTMENT (also known as "job profile" or "position") is for internal use within the university. It outlines more or less broadly a faculty member's position responsibilities. Therefore, it also provides a framework or set of guidelines by which a faculty member will be evaluated for annual review and promotion. (More specific criteria for annual review and promotion within a track and sub-track will be determined by the school or department, and college.)

A faculty member's appointment consists of the category (academic, library, extension), track (tenure, career, or short-term), status (e.g., tenured, retired with merit, visiting, or adjunct), rank of the faculty member, and the unit in which the faculty member is assigned. In the case of career track and extension faculty, a faculty member's appointment will also include an internal sub-track designation. Sub-track designations

are intended for internal use, i.e., at the program, department, college, and/or university levels.

#### Section I.B.1.a.(3) Faculty Ranks

The ranks for academic and extension faculty in the tenure and career tracks include Assistant Professor, Associate Professor, and Professor. Additionally, the rank of Regents Professor is included as the highest possible rank for faculty in the tenure track. The ranks for library faculty include Librarian 2, Librarian 3, and Librarian 4. Librarian 4 is the highest rank.

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## III G. Emeritus Faculty Appointments Available to Faculty Upon Retirement

### III G 1. Eligibility

In recognition of service to Washington State University, upon retirement, faculty may be awarded “retired with merit” status and retain access to specified university resources. Emeritus rank is granted in recognition of service to Washington State University. The awarding of this status will be represented by the faculty member adding emeritx, emerita, or emeritus to their title.

To be eligible, faculty must have held an eligible career-track or tenure-track position at Washington State University for a period of at least five (5) years prior to leaving the University. Furthermore, they must be at least ~~be either age sixty (60) years older or older~~ with ten or more years of service at the University or have completed at least twenty-five (25) or more years of service to the University. ~~AND have held an eligible career or tenure track rank at Washington State University for a period of at least five (5) years prior to leaving the University.~~

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Upon retirement, in consultation with the dean and VCAA, the chair or school director will approve the faculty request for retired with merit status and the faculty member’s choice of title. The unit will process the title and status requested through the University’s personnel management system, which will automatically notify the Office of the Provost and Human Resource Services (HRS). ~~inform Human Resource Services to assign the eligible retiring faculty members ranks to emeritus faculty rank. Human Resource Services will note this designation on the retirement Personnel Action Form (PAF), if the assignment has occurred by the time the form is initiated.~~

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### III G 2. Notification of Granting of Emeritus Rank

A letter of recognition will be sent by the provost to each faculty retiree awarded an emeritx, emerita, or emeritus addition to their title and the status it represents. ~~named to an emeritus rank.~~

### III G 3. Privileges of Emeritus Rank

Emeritx, emerita, or emeritus faculty are encouraged to remain an important part of the University. Department chairs, school directors, and academic directors are encouraged to assist retired faculty in maintaining a continuing relationship with the department, school, campus, college, and university as is feasible and mutually acceptable. Note

however, that “The Ethics in Public Service Act (RCW 42.52) provides that state employees cannot use state resources for personal benefit or their state positions to obtain special privileges.”

~~The~~emeritx, emerita, or emeritus faculty~~Emeritus rank~~ shall ~~entail~~have continued campus courtesies including the options to

- 1) use library and recreational facilities;
- 2) receive publications sent to active faculty and members of the Alumni Association;
- 3) participate in contract, grant, and other scholarly endeavors in an unpaid capacity;
- 4) negotiate with ~~academic department~~ chairs, ~~school directors, or academic~~ ~~of~~ directors for office space, laboratory space, and computer (retain internet, e-mail, and other cloud services available to faculty at large) and facility access as available;
- 5) participate in academic convocations, commencements, and other academic endeavors; and
- 6) request that their names be retained in the Washington State University Catalog until their death.

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Emeritx, emerita, and emeritus ~~Emeritus~~ Faculty may have other privileges accorded to ~~them~~ faculty that are defined elsewhere in the Faculty Manual or in other university, college, ~~campus, and~~ or unit documents (e.g. bylaws for individual colleges or graduate programs). However, those privileges do not include voting privileges for tenure and ~~promotion, hiring, or election of~~ Faculty Senate representatives. ~~Emeritus Faculty must adhere to The Ethics in Public Service Act (RCW 42.52).~~

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~~Emeritus faculty status is the last earned rank that will be accorded to eligible faculty upon their retirement. Emeritus faculty are encouraged to remain an important part of the University. Department chairs and unit directors are encouraged to assist emeritus faculty in maintaining a continuing relationship with the department, school, college, and University as is feasible and mutually acceptable.~~

#### III G 4. Management of ~~S~~space and ~~O~~ther ~~R~~resources ~~used by Emeritus Faculty~~

~~As noted in section III.G.3.(4),~~ Emeritx, emerita, and emeritus faculty may negotiate with ~~academic department~~ chairs, ~~school directors,~~ or ~~academic~~ directors for the use of institutional resources. The appropriate chair ~~or~~ director shall be responsible for overseeing the activities of ~~emeritus-retired~~ faculty granted access to institutional resources. ~~The appropriate chair/director shall, and~~ be responsible for executing all faculty ~~or~~ PI activities outlined in the appropriate sections of the BPPM and SPPM including, but not limited to, BPPM 50.20, Access to University Facilities, and relevant Chapters within SPPM Section 4, Laboratory Safety, including SPPM 4.12, and Section 5, Chemical Hazardous Materials Safety. The chair ~~or~~ director will communicate and coordinate with the ~~Emeritus, f~~ Faculty member to ensure compliance with all relevant University lab safety and health ~~WSU~~ policies and procedures and related federal, state, and local laws.

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Chairs, ~~and~~ school directors, and academic directors will review ~~emeritx, emerita, and emeritus~~emeritus faculty access to institutional resources and privileges at the beginning of each biennium or more frequently, as needed to make modifications based upon the mutual benefit to ~~WSU and emeritus faculty~~the University and the faculty member. Renewal of access to institutional resources, such as space, is not guaranteed.

### III G 5. Rehiring of Retired Faculty

Prior to offering a paid position to a retiree, the request must be approved by an HRS Benefits Director.

Minor update to I.B.1.a.

#### Section I.B.1.a, paragraphs 1 and 2:

A faculty member's APPOINTMENT (also known as "job profile" or "position") is for internal use within the university. It outlines more or less broadly a faculty member's position responsibilities. Therefore, it also provides a framework or set of guidelines by which a faculty member 2021 Faculty Manual Presidential Approved for 2021-2022 Section I: Organization | I B. Faculty Structure | I B 1. The Faculty Page 11 of 140 will be evaluated for annual review and promotion. (More specific criteria for annual review and promotion within a track and sub-track will be determined by the school or department, and college.)

A faculty member's appointment consists of the category (academic, library, extension), track (tenure, career, or short-term), status (e.g., tenured, retired with merit, visiting, or adjunct), rank of the faculty member, and the unit in which the faculty member is assigned. In the case of career track and extension faculty, a faculty member's appointment will also include an internal sub-track designation. Sub-track designations are intended for internal use, i.e., at the program, department, college, and/or university levels.

#### Section I.B.1.a.(3) Faculty Ranks

The ranks for academic and extension faculty in the tenure and career tracks include Assistant Professor, Associate Professor, and Professor. Additionally, the rank of Regents Professor is included as the highest possible rank for faculty in the tenure track. The ranks for library faculty include Librarian 2, Librarian 3, and Librarian 4. Librarian 4 is the highest rank.

## **ORIGINAL**

### **From Section III.G:**

#### III G. Emeritus Faculty Appointment

##### III G 1. Eligibility

Emeritus rank is granted in recognition of service to Washington State University.

To be eligible, faculty must be either age sixty or older with ten or more years of service at the University or have completed twenty-five (25) or more years of service to the University, AND have held an eligible career or tenure track rank at Washington State University for a period of at least five (5) years prior to leaving the University.

Upon retirement, the chair or director will inform Human Resource Services to assign the eligible retiring faculty members ranks to emeritus faculty rank. Human Resource Services will note this designation on the retirement Personnel Action Form (PAF), if the assignment has occurred by the time the form is initiated.

### III G 2. Notification of Granting of Emeritus Rank

A letter of recognition will be sent by the provost to each faculty retiree named to an emeritus rank.

### III G 3. Privileges of Emeritus Rank

The Emeritus rank shall entail continued campus courtesies including the options to

- 1) use library and recreational facilities;
- 2) receive publications sent to active faculty and members of the Alumni Association;
- 3) participate in contract, grant, and other scholarly endeavors;
- 4) negotiate with academic chairs or directors for office space, laboratory space, and computer (retain internet, e-mail, and other cloud services available to faculty at large) and facility access as available;
- 5) participate in academic convocations, commencements and other academic endeavors; and
- 6) request that their names be retained in the University catalog until their death.

Emeritus Faculty may have other privileges accorded to the faculty that are defined elsewhere in the Faculty Manual or in other university, college, and/or unit documents (e.g. bylaws for individual colleges or graduate programs). However, those privileges do not include voting privileges for tenure/promotion, hiring, or election of faculty senate representatives. Emeritus Faculty must adhere to The Ethics in Public Service Act (RCW 42.52).

Emeritus faculty status is the last earned rank that will be accorded to eligible faculty upon their retirement. Emeritus faculty are encouraged to remain an important part of the University. Department chairs and unit directors are encouraged to assist emeritus faculty in maintaining a continuing relationship with the department, school, college, and University as is feasible and mutually acceptable.

### III G 4. Management of space and other resources used by Emeritus Faculty

As noted in section III.G.3.(4), Emeritus faculty may negotiate with academic chairs or directors for the use of institutional resources. The appropriate chair/director shall be responsible for overseeing the activities of emeritus faculty granted access to institutional resources. The appropriate chair/director shall be responsible for executing all faculty/PI activities outlined in the appropriate sections of the BPPM and SPPM including, but not limited to, BPPM 50.20, Access to University Facilities, and relevant Chapters within SPPM Section 4, Laboratory Safety, including SPPM 4.12, and Section 5, Chemical Hazardous Materials Safety. The chair/director will communicate and coordinate with the

Emeritus Faculty member to ensure compliance with all relevant lab safety and health WSU policies and procedures and related federal, state, and local laws.

Chairs and Directors will review emeritus faculty access to institutional resources and privileges at the beginning of each biennium or more frequently, as needed to make modifications based upon the mutual benefit to WSU and emeritus faculty. Renewal of access to institutional resources, such as space, is not guaranteed.

**From Section I.B:**

Section I.B.1.a, paragraphs 1 and 2:

A faculty member's APPOINTMENT (also known as "job profile" or "position") is for internal use within the university. It outlines more or less broadly a faculty member's position responsibilities. Therefore, it also provides a framework or set of guidelines by which a faculty member 2021 Faculty Manual Presidential Approved for 2021-2022 Section I: Organization | I B. Faculty Structure | I B 1. The Faculty Page 11 of 140 will be evaluated for annual review and promotion. (More specific criteria for annual review and promotion within a track and sub-track will be determined by the school or department, and college.)

A faculty member's appointment consists of the category (academic, library, extension), track (tenure, career, or short-term), status (e.g., tenured, visiting, or adjunct), rank of the faculty member, and the unit in which the faculty member is assigned. In the case of career track and extension faculty, a faculty member's appointment will also include an internal sub-track designation. Sub-track designations are intended for internal use, i.e., at the program, department, college, and/or university levels.

Section I.B.1.a.(3) Faculty Ranks

The ranks for academic and extension faculty in the tenure and career tracks include Assistant Professor, Associate Professor, and Professor. Additionally, the rank of Regents Professor is included as the highest possible rank for faculty in the tenure track. The ranks for library faculty include Librarian 2, Librarian 3, and Librarian 4. Librarian 4 is the highest rank.