

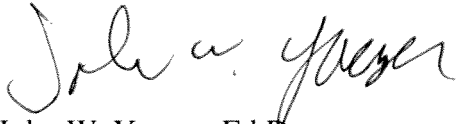
AA

### **5.55 Emeritus Faculty**

Emeritus Status for Faculty Members upon Retirement from the National Defense University

1. Eligibility: upon the termination of their full-time teaching or research appointment at National Defense University, a teaching or research faculty member, or an Academic Dean (hereafter referred to as “Faculty Member”) who meets the criteria for selection may be recommended for Emeritus Faculty status.
2. Recommendation: any current Faculty member may nominate another Faculty Member for Emeritus Faculty status. Nominations will be in writing and accompanied by a narrative summary of the nominated individual’s accomplishments that merit Emeritus Faculty status. Nominations should be sent through the component’s chain of command to the Commandant or Director, then to the Vice President for Academic Affairs (VP-AA). VP-AA will seek a recommendation from the Council of Academic Deans. VP-AA will present the recommendations of the Commandant or Director, together with the VP-AA’s independent recommendation to the NDU-P for decision.
3. Criteria:
  - a. Retirement from NDU as a full-time Faculty Member;
  - b. Academic Title at the time of retirement: Professor, Senior Research Professor, Distinguished Professor, Distinguished Research Professor, Distinguished Research Fellow, Dean of Faculty or equivalent at the time of retirement.
  - c. Demonstrated excellence in teaching, research, and academic leadership.
  - d. Provided a minimum of 20 years of service to NDU.
4. Approval: NDU-P has the sole authority to grant Emeritus Faculty status. Faculty Members are not entitled to designation as an Emeritus Faculty Member upon retirement.
5. Privileges of Emeritus Faculty:
  - a. Emeritus Faculty Members may attend NDU events that are open to the public.
  - b. Emeritus Faculty Members may participate in component events at the discretion of the component.
  - c. The term “Emeritus” may be added to the academic title that the individual holds at retirement.
  - d. Emeritus status has no impact on pay or retirement benefits.
6. Emeritus Nomination Procedure:
  - a. A current member of eh NDU faculty initiates the request for approval of the appropriate Emeritus title by creating a nomination package.
  - b. The nomination package shall be sent through the nominee’s component. All routing shall be in accordance with the components chain of command.
  - c. Upon approval of the component, the component head shall forward the nomination package to the Office of academic Affairs (AA).

- d. AA will process the nomination package and forward the nomination to VP-AA.
- e. Upon VP-AA approval, the nomination shall be disseminated to the Council of Deans as a read ahead for the next feasible Council of Deans meeting.
- f. VP-AA shall present the recommendation of the component head at the Council of Deans meeting and seek a recommendation from the Council.
- g. The nomination package, including recommendations of the component head, VP-AA, and Council of Deans, will be submitted to the NDU-P for a decision.
- h. Upon conferral of Emeritus Faculty Status, AA will prepare the award notification letter and update the individual's revised status into the University Database.
- i. AA shall maintain copies of the nomination package and approval documents.



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Date: July 18, 2011