

Policy: Emeritus/Emerita/Emerit Status for Administrators

Approval Authority: Cabinet

Responsible Executive: President; Vice President for Human Resources

Responsible Offices: Office of the President; Division of Human Resources

Effective Date: June 1, 2026

1. Purpose

This policy establishes Emeritus/Emerita/Emerit status for eligible retired administrators in recognition of sustained leadership and impactful service to Stevens Institute of Technology. Emeritus/Emerita/Emerit status fosters a culture of appreciation by providing a formal mechanism for acknowledging distinguished administrative contributions and for maintaining an ongoing relationship between the university and former administrators whose service has had a lasting institutional impact.

2. Definitions

Emeritus/Emerita/Emerit

Derived from Latin *e* (out) and *meritus* (deserve), meaning that candidates for this designation have earned the right to keep their title based on a history of distinguished service to Stevens. Administrators may be recognized with an honorific title that signifies their ongoing affiliation with Stevens. Nominees who are approved for this honor may choose the designation most aligned with their personal preference: Emeritus, Emerita or Emerit, which is a gender-neutral designation that may be used in place of *Emeritus* or *Emerita*.

3. Policy Statement

Stevens Institute of Technology may confer Emeritus/Emerita/Emerit status upon retiring administrators who are in eligible positions and have demonstrated distinguished leadership and significant contributions to the university over an extended period of service. Such status is honorary and non-compensated and does not constitute employment with the university. This policy does not cover the title of President Emeritus which is a status which may be conferred only by the Board of Trustees.

4. Eligibility

4.1 Eligible Positions

Administrators eligible for consideration include:

- Members of the President’s Cabinet
- Vice Provosts
- Academic Deans (direct reports to the Provost)
- Associate Vice Presidents and Associate Provosts

4.2 Service Requirement

Candidates must have completed a minimum of ten (10) years of service to Stevens and must be retiring from the university. Service may include time spent in more than one eligible administrative role. Any person who would otherwise be eligible and retired within one (1) year prior to the adoption of the policy may be considered for Emeritus/Emerita/Emerit status under this policy.

5. Nomination and Review Process

5.1 Documentation of Distinguished Service and Contributions

Consideration for Emeritus/Emerita/Emerit status shall be based on a nomination from the President, any divisional Vice President or an Academic Dean (direct report to the Provost) or via a self-nomination. The nomination must include a summary of the person’s career, contributions and impact at Stevens.

5.2 Review and Approval

In the first instance, each nomination shall be reviewed by the Vice President and Chief Human Resources Officer. If determined to be eligible, the nomination shall be forwarded to the Cabinet for consideration. The Cabinet may elect to form an ad hoc advisory committee to provide an evaluation of the application and a recommendation, but the ultimate decision resides with the President. If approved by the President, the President shall confer Emeritus/Emerita/Emerit status upon the nominee.

6. Privileges and Limitations

6.1 Privileges

Administrators granted Emeritus/Emerita/Emerit status shall be eligible for limited continuing privileges, as detailed below, and other privileges as determined in the sole discretion of the university based upon the needs of the university. In all cases, participation by Emeriti shall be subject to, and conditioned upon, continued compliance with all applicable university policies and practices. Such limited privileges include:

- Use of the Emeritus/Emerita/Emerit title (e.g., *Vice President of Student Affairs, Emerit*)
- Library access

- Use of Stevens email address
- Inclusion on listserv electronic mailing lists directed to the entire university community
- Invitations to certain university events as determined from time to time by the university

The availability and duration of specific privileges are not guaranteed and may be modified or discontinued in the university's discretion.

6.2 Limitations

Emeritus/Emerita/Emerit status shall be subject to the following limitations:

- Status is honorary and non-compensated.
- No work for pay shall be performed by such individuals unless subject to a written appointment letter signed by the Division of Human Resources. Emeriti may serve on a PhD committee or be involved in informal mentoring activities at the request of the President.
- Emeriti shall not be guaranteed an office or other space at the university
- Emeriti shall not have any authority, supervisory responsibility or decision-making rights on behalf of the university unless specifically granted such by a written appointment letter signed by the Division of Human Resources.
- Emeritus/Emerita/Emerit status shall not create an employment or contractual relationship with the university.

7. Revocation of Status

Stevens reserves the right to revoke Emeritus/Emerita/Emerit status at any time in the sole discretion of the President, including without limitation when an individual's conduct is determined to be inconsistent with the university's mission, values or applicable policies. The university shall provide written notice (which may be in the form of an email) to the Emeritus/Emerita/Emerit of any such revocation.