

Staff Senate Recommendation to the VP of Administration & Finance

Originating Body:	Staff Senate	Originator:	Vanessa Collins, SUSS Chair
Date Submitted:	1/11/2022	Requested Effective Date:	2/1/2022

Background: Faculty have a process and procedure to confer faculty members with the distinction of Faculty Emeritus. Staff members should also be considered for a comparable designation upon retirement. Along with the distinction of Staff Emeritus, the use of certain SU facilities, privileges, and services should be available to them.

Recommendation: Adopt procedure to designate and confer a *Distinguished Staff* recognition program, similar to an “emeritus-type” program typically conferred on retired faculty. The program procedures will establish matters such as award eligibility, program name, rights and privileges, and a nomination process, timeline and approval. Implementation of such procedures should be effective not later than June 30, 2022. This allows sufficient time to complete procedures, and to conduct the application and nomination process, to affect those employees who would retire by June 30, 2022.”

Attached:

1. Frostburg State University “FSU Procedure for Emeriti Staff”

Date Approved by the Staff Senate:

Vanessa Collins

1/19/2022

Chair, Staff Senate

[Signature]

Date

1/19/2022

2nd Chair, Staff Senate

Date

Action Taken by VP of Administration & Finance

Yes _____ Recommendation Accepted _____ Recommendation Not Accepted

_____ Recommendation returned to the Originating Body for further review (see attached)

Disposition for Approved Recommendation

_____ President

_____ VP Student Affairs

_____ Staff Senate Chair

_____ Consortium Chair

_____ Webmaster

_____ VP Admin & Finance

_____ School Deans

_____ AVP Institutional Equity

FSU PROCEDURE FOR EMERITI STAFF

Emeritus status for staff may be conferred by Frostburg State University on the basis of exemplary and lengthy service to the University community. Staff Emeritus, a title of distinction, is conferred by the President upon staff whose personal and professional contributions to the University community have been of the highest merit.

Eligibility considerations for Emeritus status include:

- At least 10 years of distinguished full-time Frostburg State University employment, at the level below Director,
- Has a record of noteworthy contributions throughout his or her FSU career, and
- Has retired from FSU in good standing.

For consideration, submit the following information for approval of the President:

- At least one recommendation made by an employee at the supervisor-level or above; and
- A recommendation by the Staff Senate.

Emeriti staff are listed under Emeriti - Staff in the University catalog and enjoy use of University facilities, privileges and services as available to the University community.

When merited, the President may make exceptions to this policy.

(Internal)

Approved by the Executive Committee October 2019