

**CALS/NCCES Standard Operating Procedure
Emeritus Field Faculty Eligibility and Application Process**

Authority: Dean of the College of Agriculture and Life Sciences

History:

First Issued: September 1, 2008

Last Revised: September 1, 2008

Related Policies:

Emeritus Faculty Status and Involvement, NCSU Policy 05.20.2

Emeritus Faculty Status Procedure, NCSU REG 05.20.6

Additional Reference:

Letter of Recommendation

Contacts:

Associate Director for NCCES and Director of County Operations (919.515.1374)

Assistant Dean for Personnel (919.515.2708)

County Extension EPA employees with the rank of Field Faculty are eligible to apply for consideration for Emeritus status to be granted upon their retirement from NC State University. The process of applying for and the conditions of Emeritus status can be found in the University Policies, Regulations, and Rules.

[NCSU POL05.20.2 - Emeritus Faculty Status and Involvement Policy](#)

[NCSU REG05.20.6 - Emeritus Faculty Status Procedure](#)

The University is grateful for the past service and numerous contributions of its retired faculty, recognizes their potential as a continuing valuable resource, and is committed to fostering an active, ongoing relationship with them. Retired faculties are encouraged to engage in service to NC State University in whatever ways are found to be satisfying and mutually beneficial. In particular, the University, as an appreciative beneficiary of their scholarly pursuits and of the reputations they earn, will facilitate their efforts by making available its academic resources and other services wherever feasible and legally permissible.

Eligibility for Emeritus Status:

Any full-time EPA Employee with Field Faculty rank who has served for ten or more years at NC State University as of the effective date of their retirement is eligible for Emeritus status.

Emeritus status is granted to retiring full-time Field Faculty in recognition of dedicated service at NC State University upon approval of the Chancellor. It is an earned rank, and as such, entitles its holders to commensurate rights and privileges.

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Benefits of Emeritus Status:

- Attendance at UNC-constituent university classes (on-campus or on-line) upon enrollment and payment of the appropriate fee;
- Access to the library and its resources, physical education, recreational, and other NCSU-campus facilities;
- Eligibility for NCSU Faculty Club membership;
- Access to NCSU athletic, cultural and entertainment events as available to all members of the faculty, and;
- Various other services when such services become generally available.

CALS/NCCES Internal Application Process:

1. Pending retirement, the interested Field Faculty member writes a memorandum to his/her County Extension Director (CED) requesting consideration for Emeritus status; when submitting the request, an updated resume/CV is to be attached.
2. The CED passes the request along with indication of their support or non-support to their respective District Extension Director (DED).
3. The DED submits a letter (addressed to: Provost and Executive Vice Chancellor, Box 7101, NCSU Campus) recommending Emeritus status be given and documenting that the Field Faculty member meets the criteria for Emeritus status to the Director of County Operations. The letter must include the Field Faculty member's letter of request, the CED's indication of support, and include the signature of the DED, as well as signature lines for the Director of County Operations, Associate Dean and Director of NCCES, and the Dean of the College of Agriculture and Life Sciences. A sample can be found at the following link or page 3 of this document:
<http://www.provost.ncsu.edu/admin-resources/documents/example-emer-rec.doc>
4. The Director of County Operations reviews the recommendation and, if it is supported at this level, signs the appropriate line on the recommendation letter and forwards it to the Associate Dean and Director of NCCES's office.
5. The Associate Dean and Director reviews the recommendation and, if it is supported at this level, signs the appropriate line on the recommendation letter and forwards it to the Dean of the College of Agriculture and Life Sciences' office.
6. The Dean reviews the recommendation and, if it is supported at this level, signs the appropriate line and forwards it to the CALS Personnel Office. The CALS Personnel Office coordinates submitting the recommendation to the Office of the Provost.
7. The Office of the Provost and the CALS Personnel Office coordinate submission of Emeritus Field Faculty status recommendations to the Chancellor.
8. Upon notification of the Chancellor's decision, the Chancellor's Office will transmit an official letter documenting the final decision to the Field Faculty member. The CALS Personnel Office notifies the Associate Dean and Director and the Director of County Operations, via email and enters the corresponding personnel action into the University's personnel system.
9. Director of County Operations will forward a copy of the Field Faculty member's updated resume (or concise career summary) to University Archives, Attention: Special Collections, DH Hill Library, Campus Box 7111.