

# Emeritus Status

Recognize the important contributions your retiring employees have made through their years of dedicated service by requesting emeritus status appointments on their behalf!

*This status is available for both faculty and staff.*

## Privileges of Emeritus Status

- JACard
- Access to university dining services meal plans
- Email account
- Bookstore discounts
- On-campus waiver of tuition
- Participation in appropriate university events
- Use of recreational facilities
- Use of the libraries
- Eligibility for membership in a JMU Emeriti Association
- Limited-use emeritus parking decal
- Listing in the catalog and other appropriate publications (faculty only)

## Eligibility

*Staff:* Minimum 10 years full-time service at JMU, record of noteworthy contributions throughout JMU career, and retired in good standing.

*Instructional faculty:* Minimum 10 years full-time service on the JMU faculty; attained the academic rank of Lecturer, Assistant Professor, Associate Professor or Professor; and retired in good standing.

*Administrative & Professional faculty:* Minimum 10 years full-time service at JMU and retired in good standing.

## Procedures

Nominations for appointments to emeritus status are made by the employee's supervisor (for staff and A&P) or the appropriate academic unit head (for instructional faculty) and proceed through the chain of command, up to the president, for approval.

1. A separation ePAR must be submitted to Human Resources.
2. Nominator contacts Human Resources to confirm employee's eligibility.
3. Nominator completes the Recommendation for Emeritus Status form and submits to their director/unit head (for staff) or their dean (for instructional and A&P).
4. Approval is obtained through the president (and finalized through the Board of Visitors for instructional faculty and A&P).
5. Once the status has been approved by the president and the nominating office has received the copy of the letter, the nominating office should initiate the Affiliate Service Request form for emeritus status to Payroll Services.

Please refer to [Policy 1318: Emeritus Staff](#) and [Policy 2105: Emeritus Faculty](#) for additional information.  
Contact a member of the [HR Consultant Team](#) if you have questions.