

Standing Committee
NORTH CAROLINA STATE UNIVERSITY
Lifelong Faculty Involvement Committee Meeting
Tuesday, November 30, 2021, 3:30 PM to 4:30 PM
Via ZOOM

<https://ncsu.zoom.us/j/99357304286?pwd=aENBNk8ya3BiSkxFOGh1T2pOWCtGdz09>

Roll Call (6 members needed for a quorum)

Jeannette Moore	P	David Thuente	P
Hans Kellner	A	Kerry Havner	P
Danesha Seth Carley	P	Jeremy Lea	A
Peggy Domingue	P	Susan Osborne (ex officio)	A
Sujit Ghosh	P	Katharine Stewart (ex officio)	P
Qiuyun (Jenny) Xiang	P	Garath Washington (ex officio)	P
Randall Bechtolt	P		

The meeting was called to order by Dr. Jeannette Moore at 3:32 p.m. It was determined that a quorum was present and the meeting could conduct business.

1. Dr. Moore advised that the meeting would be recorded for use in capturing the Minutes and not shared publicly.
2. A correction was made regarding the wording that previously appeared in the September 9th minutes (as listed below).

a. Difference between an Emeritus Faculty Member versus an Emeritus Administrator?

- i. The policy on emeritus faculty states that if a department is assigning responsibilities to a faculty member who has emeritus status; they should endeavor to provide office space or other support as appropriate to those assignments. (NOTE: In emails among committee members subsequent to the September meeting, Katharine Stewart clarified that the current policy states that if a department has assigned responsibilities to a retired/emeritus faculty member, resources such as office space *are to be provided* (emphasis added); however, for retired/emeritus faculty who wish to remain active but have not been assigned responsibilities by the department, the department *should make efforts* to provide those resources (emphasis added). Dr. Stewart apologizes for the confusion in these

minutes regarding the policy, and notes no changes to this part of the policy are being proposed.)

- ii. Retired Administrators are not eligible for being involved in any faculty constituency unless they are holding their faculty title at the time of retirement.
3. The September 9, 2021 minutes were approved. Motion to approve by Dr. David Thuente and seconded by Peggy Domingue and passed unanimously.

Update on Retired Faculty/Emeritus Regulation.

4. Dr. Stewart shared her screen with the committee regarding policy (POL.05.20.02) regarding the Retired Faculty and Emeritus/Emerita/Emeritx Status for Faculty Senior Administrators. Dr. Stewart explained that the verbiage Emeritus/Emerita/Emeritx appears in the document frequently.
 - a. Research was conducted on this verbiage to find out what other universities do to offer a gender neutral option for people who prefer a gender neutral option.
 - i. A suggestion made that Emeritus should be treated as gender neutral.
 - ii. It was mentioned that many institutions consider this suggestion to be the linguistic equivalent of insisting that the term chairman is gender neutral because emeritus is a masculine noun linguistically as is chairman.
 - iii. It was mentioned that several other universities have used this title in parallel with Latino, Latina, Latinx; it is only an option.
 - iv. It was mentioned that this three part Emeritus/Emerita/Emeritx appearing scores of times in the document, was difficult to read and the policy as it is drafted is very difficult to read because of its cumbersomeness.
 1. It was proposed on this specific issue that the committee would consider having the title appear as Emeritus/a/x rather than having Emeritus/Emerita/Emeritx.
 2. It was suggested that the committee consider including language in the policy that would state that when a faculty member is granted that status, they can determine which of these titles they prefer to use.
 3. Dr. Stewart will work this revision into the revision and also:
 - a. In the template letter that department heads use to nominate someone for emeritus status.
 - b. The template letter that is sent to the faculty member to notify them of their status.
 - i. Working these revisions into the letters will provide clarity which will make it easier to read and give faculty members control of what is appropriate.
 4. Dr. Stewart gave a brief summary about the second section of the emeritus regulation which is new of this policy; 2.1 Option for

Phased Retirement - which speaks about phased retirement but does not talk about it in detail because there is a separate regulation for it.

- a. **RETIRED FACULTY 2.1.** Option for phased retirement NC State offers a Phased Retirement Program (PRP) for eligible full-time tenured faculty members. This program allows eligible faculty to relinquish their permanent tenure in exchange for a three (3) year fixed-term contract. Faculty who wish to enter the PRP must follow the procedures outlined in REG 05.57.01 (Phased Retirement Program for Tenured Faculty). Faculty in the phased retirement program are considered members of the General Faculty during the extension of the program, according to the NCSU General Faculty Bylaws Article II Section 2, and are governed by the same faculty conduct expectations.

2.2 Responsibilities and privileges

- i. Dr. Stewart explained that this section is very straightforward as it reminds retired faculty that accepting privileges is contingent on complying with university policies.
- b. **2.2.1** Retired faculty who have accepted duties and responsibilities assigned by an NC State administrative unit are to be provided office space and support consistent with those responsibilities and duties. For those who wish to remain active in scholarly or other creative work and/or service to the University without accepting assigned duties and responsibilities, efforts should be made to provide office space and all generally available services.
 - i. Dr. Stewart highlighted section 2.2.1 to specifically address a concern that had been raised regarding emeritus faculty. This same language appears in this section regarding retired faculty.
 - ii. If you accept assigned duties and responsibilities from an academic or administrative unit at NC State, the university must provide you the space and support to do that work.
 - iii. If you volunteer to help, the university should try to provide an individual with space and support, but is not obligated to provide that space and support to everybody who volunteers; that is the distinction that is currently in the policy.

- iv. What does accepted duties and responsibilities mean versus volunteered?
 - a. If you are told as a retired faculty member or an emeritus faculty member that the university wants you to stay and fulfill assigned duties, then you should be provided support (i.e.- faculty members who have retired, but returned to the university and been assigned course assignments to which they are teaching full courses, faculty members who have returned to the university and are working on grants to which they are an investigator or a P.I., faculty members who have students that they are supervising and teaching courses).
 - b. That is different from a retired faculty member who has a student or a grad student who is chairing a graduate committee.
 - c. This policy does not specify how many assignments gets a faculty member how much resource.
 - d. The policy does state if a retired faculty member or an emeritus faculty member is assigned duties that their department has stated “we expect you to do this”, and the faculty member has accepted those responsibilities; if they believe that the department is not providing adequate support, the policy gives the faculty member the right to bring the issue as a matter of concern to the Dean and then to the Provost Office.

5. **EMERITUS/EMERITA/EMERITX FACULTY** Upon approval of the Chancellor, emeritus/emerita/emeritx status is granted to retiring full-time faculty in recognition of dedicated service at NC State. It is an earned rank and as such entitles its holders to commensurate rights and privileges.

3.1. Eligibility

- a. **3.1.1** All NC State faculty, regardless of rank or track, who have served for ten or more years in a full-time faculty position and are retiring from NC State are eligible for emeritus/emerita/emeritx status. Tenured ranks are described in NCSU POL05.20.01 – Appointment, Reappointment, Promotion and Permanent Tenure. Professional faculty tracks and ranks are described in NCSU REG05.20.34 – Professional Faculty Ranks and Appointments.
- b. **3.1.2** Upon recommendation of the Chancellor, the Board of Trustees may make exceptions to these eligibility requirements and grant emeritus/emerita/emeritx status in cases of exceptional distinguished service.

3.2 Procedures

- c. **3.2.1** Procedures for granting emeritus/emerita/emeritx faculty status are provided in an SOP available through the Office of the Executive Vice Chancellor and Provost. Faculty who are eligible for and interested in receiving emeritus/emerita/emeritx status should contact their department heads to begin the procedures for requesting it.
- d. **3.2.2** Faculty members who are being granted emeritus/emerita/emeritx status and who have also elected participation in the phased retirement program must elect to have their emeritus/emerita/emeritx status begin either at the beginning or end of their participation in the phased retirement program. In either case, per REG 05.57.01, they relinquish their permanent tenure during the phased retirement program.
 - i. Dr. Stewart explained in this section that much of it is the same as it is in the current policy, the [SOP - Standard Operating Procedure](#) is referenced which Dr. Stewart had previously sent out to the committee.
 - ii. If a faculty member is being granted emeritus status and the faculty member is also electing to participate in phase two retirement, their emeritus status can begin either at the beginning or at the end of phased retirement, but the faculty member will have to choose, it cannot be in the middle of the retirement.

3.3. Responsibilities and Privileges

- iii. **3.3.1** Emeritus/emerita/emeritx status for faculty with academic rank, being earned and established at the academic rank held upon retirement, provides membership in the General Faculty. Emeritus/emerita/emeritx faculty remain in their pre-retirement constituency, as provided by the NCSU General Faculty Bylaws Article II Section 2.
- iv. **3.3.2** As members of the General Faculty, emeritus/emerita/emeritx faculty are encouraged to continue engagement with the University, with rights and responsibilities associated therewith, including eligibility for election to the Faculty Senate, service on university committees, retaining graduate faculty status as held pre-retirement, and listing in the University Directory.

1. Dr. Stewart summarized that the responsibilities and privileges section have not changed and the language has been kept the same regarding what individuals can and cannot vote on in terms of membership in the general faculty, eligibility for election to faculty senate, service on university committees, retaining graduate faculty status as held pre-retirement, and listing in the university directory.
- v. **3.3.3** Emeritus/emerita/emeritx faculty are not Departmental Voting Faculty and may not 1 vote on any personnel decisions (appointment, reappointment, promotion and tenure, or post-tenure review). This does not preclude their participation in other appropriate departmental and university functions.
1. Dr. Stewart summarized section 3.3.3 - that it is the same; that retired and emeritus faculty are not DVF (Departmental Voting Faculty); Dr. Stewart referred to the last sentence in section 3.3.3. which states “This does not preclude their participation in other appropriate departmental and university functions.
 - a. The promotion policy and the professional faculty promotion procedures allow DVF’s to consult with any other faculty they deem appropriate which includes retired and emeritus faculty.
 - b. The faculty that the DVF’s consult with, cannot vote, but there are many departments on campus that do consult with retired and emeritus faculty as part of DVF procedures and their departments. This is allowed per policy.
- vi. **3.3.4** Emeritus/emerita/emeritx faculty who have accepted duties and responsibilities assigned by an NC State administrative unit are to be provided office space and support consistent with those responsibilities and duties. For those who wish to remain active in scholarly or other creative work and/or service to the University without accepting assigned duties and responsibilities, efforts should be made to provide office space and all generally available services.
1. Dr. Stewart summarized that this is the language regarding resources; if the unit assigns duties and responsibilities, they must provide space and resources consistent with those responsibilities.
- vii. **3.3.5** Emeritus/emerita/emeritx faculty whose professional service requires University financial support (beyond the support described in 3.3.4, above) should develop a statement of goals and objectives with the department head addressing expected activities and the disposition of any funds associated with faculty research or discretionary accounts. These faculty should submit an annual report to the department head documenting their professional activities and achievements that will serve as the basis for decisions related to continuation or changes to their duties and responsibilities.
1. Dr. Stewart explained in this section that if the university is going to give a faculty member something besides an office and the resources needed to do a class or other duties, but the faculty

member is also getting university financial support; there should be a statement of goals and objectives along with expected activities.

- a. This is about accountability regarding what the faculty member is doing for those additional financial resources.

- viii. **3.3.6** Emeritus/emerita/emeritx faculty are eligible for library, educational, and other privileges subject to NC State rules and regulations. Information Technology services, including access to email, may be subject to department or college approval and are subject to the University Computer Use regulation (REG 08.00.02). Service as an investigator or key personnel on grants or contracts is subject to approval by Sponsored Programs and Regulatory Compliance Services (SPARCS) and may depend on funding agency policies. All privileges are subject to university policies, regulations, and rules.

1. Dr. Stewart explained that this section repeats what was true for retired faculty that emeritus faculty are eligible for multiple services.

6. EMERITUS/EMERITA/EMERITX STATUS FOR SENIOR ADMINISTRATORS

As delegated by the Board of Governors, conferral of emeritus/emerita/emeritx status is an honor that may be granted by the Board of Trustees upon retirement of a University employee who has provided dedicated and distinguished service to the University. The Board of Trustees approves emeritus/emerita/emeritx status for Senior Academic Administrative Officers Tier I and delegates to the Chancellor the authority to approve emeritus/emerita/emeritx status for Senior Academic Administrative Officers Tier II.

- a. Dr. Stewart explained what was new that did not exist before, is the ability to rescind or revoke emeritus status. This was added not because the university had a situation in which they wanted to revoke emeritus status; but no formal process was in place.
 - i. In looking into what other universities have done; it was proposed that either a faculty member could initiate resending their emeritus status or in cases of significant egregious conduct, the university could move to revoke emeritus status. The process of that is outlined in the SOP.

4.1 Eligibility

- ii. 4.1.1 Individuals serving at the time of retirement as Senior Academic Administrative Officer Tier I or Tier II and having ten or more years of service to NC State are eligible for emeritus/emerita/emeritx status. (See NCSU POL 05.15.1 - Employees Exempt from the State Human Resources Act (EHRA) Policy)
- iii. 4.1.2 Upon recommendation of the Chancellor, the Board of Trustees may make exceptions to these eligibility requirements and grant emeritus/emerita/emeritx status in cases of exceptional distinguished service.
- iv. 4.1.3 Individuals being nominated for emeritus/emerita/emeritx status as senior administrators who are also eligible for similar status as a faculty member may pursue either or both distinctions.
- v. 4.2 Procedures

Procedures for granting emeritus/emerita/emeritx status to SAAO Tier I and II employees are available in a Standard Operating Procedure in the Office of the Executive Vice Chancellor and Provost.

vi. 4.3 Responsibilities and Privileges

Emeritus/emerita/emeritx status for senior administrators is primarily an honorific designation. An Emeritus/Emerita Senior Administrator remains active in the HR system and thereby retains access to University computer systems (e.g., email and calendar), using their Unity ID for access. No other privileges beyond those for retirees of the university are provided.

1. Dr. Stewart summarized section 4 as it pertained to senior administrators; highlighting the important thing to note as it pertains to senior administrators is that there are not as many responsibilities or privileges that come with senior administrator emeritus status (ie. - no membership in a governing body and there are no expectations of being granted resources in this role).
2. Individuals who retire with both faculty status and senior administrator status, the policy (section 4.1.3) allows for those individuals to pursue either emeritus faculty, emeritus senior administrator (ex. - Dean Emeritus) or both.
3. If the individual is granted both statuses, they get the privileges associated with both, and given that there are essentially no privileges associated with senior administrator emeritus, they get the privileges associated with faculty emeritus.

vii. 4.4 Rescinding or Revoking Emeritus/Emerita/Emeritx Senior Administrator Status Emeritus/emerita/emeritx senior administrator status can be rescinded when a senior administrator no longer wishes to hold such status, or revoked when a senior administrator's conduct violates university policies, regulations, or rules. Procedures for revoking or rescinding Emeritus/emerita/emeritx status are described in the Standard Operating Procedure for Granting and Revoking Emeritus/emerita/emeritx Faculty or Senior Administrator Status.

1. What is the difference between a policy and a regulation?
 - a. A policy at NC State is controlled by the Board of Trustees and can only be changed with the approval of the Board of Trustees.
 - b. A regulation is controlled by a university officer, such as the Provost of the Vice Chancellor for Finance and can be changed with the approval of the University Council.

7. [SOP - Standard Operating Procedure for Granting, Resigning, or Revoking Emeritus/Emerita/Emeritx Faculty or Senior Administrator Status](#)

- a. Dr. Stewart shared her screen and explained that SOPs are often created to sit behind a regulation or a policy so if the university has a process that they are going to use to implement a policy or a regulation and they want more flexibility in adjusting the process without going through the many steps it takes to revise a

regulation or policy; details can be put in an SOP which lets the university make those adjustments more quickly.

b. 2. Guidance For Continued Involvement As Emeritus/Emerita/Emeritx Status-Faculty

Whereas NC State is appreciative of emeritus/emmerita/emmeritx faculty engagement with the university, it is the faculty members' responsibility to check whether involvement in faculty activities jeopardizes their retirement status or benefits. This is particularly true for Emeritus/emmerita/emmeritx faculty in [the TSERS retirement program](#), and faculty are advised to discuss their work with their HR representatives before accepting new responsibilities. Still, in NCSU POL05.20.02, the University encourages the continued involvement of emeritus/emmerita/emmeritx faculty in programs and activities of the University and, when appropriate, emeritus/emmerita/emmeritx faculty members should discuss their options with their department heads.

1. Dr. Stewart highlighted section 2 (Guidance for Continued Involvement as Emeritus/Emerita/Emeritx Status- Faculty) regarding the TSERS retirement program; the university is very sensitive to the fact that faculty members who are in the TSERS retirement program must be very careful after retirement to think about how their involvement with the university could affect their retirement status or their retirement benefits.
 - a. It is the retirees responsibility to make sure that they do not jeopardize their retirement benefits through involvement with the university post retirement.

c. 3. Procedure To Grant Emeritus/Emerita/Emeritx Status-Faculty

3.1. A faculty member who wishes to pursue emeritus/emmerita/emmeritx status may initiate that conversation with their department head. Alternatively, upon notification of retirement, a department head may initiate a conversation with the faculty member about their interest in pursuing emeritus/emmerita/emmeritx status. The department head then requests approval of the appropriate emeritus/emmerita/emmeritx title concurrently with the personnel action notifying the University administration of the retirement.

1. Dr. Stewart explained in this section that previously the document only stated that the faculty member initiated the conversation; this has been clarified so that a faculty member does not have to carry the sole burden of initiating the conversation.

3.2. The department head submits a [letter of recommendation](#) to the dean documenting that the faculty member meets the criteria for emeritus/emmerita/emmeritx status.

3.3. The dean submits the letter of recommendation to the Office of the Executive Vice Chancellor and Provost.

3.4. The Office of the Executive Vice Chancellor and Provost coordinates submission of the recommendation for faculty emeritus/emerita/emeritx status to the Chancellor.

3.5. Upon notification of Chancellor's approval, the department enters the corresponding personnel action into the Human Resource personnel system.

3.6. The faculty member submits an updated resume (or concise career summary) to University Archives.

3.7. Phased Retirement Program (PRP) participants may request that the department head initiate the approval process for emeritus/emerita/emeritx faculty status upon PRP entry or completion. The selection of an agreed upon date for becoming emeritus/emerita/emeritx, either at the start or end of the PRP, is required.

1. Dr. Stewart suggested this section is where the letter will inform the faculty member that they need to identify their title.

d. 4. Procedure To Grant Emeritus/Emerita/Emeritx Status - Senior Administrators

4.1 Upon notification of retirement, the Board of Trustees, Chancellor, Provost and Executive Vice Chancellor, or immediate supervisor may initiate the recommendation for emeritus/emerita status of SAAO Tier I employees.

4.2 Upon notification of retirement, the immediate supervisor may initiate the recommendation for Emeritus/Emerita/Emeritx status of SAAO Tier II employees.

4.3 The nominator submits a letter of recommendation documenting that the employee meets the eligibility and criteria for emeritus/emerita status to the relevant Vice Chancellor/Dean. Upon endorsement, the Vice Chancellor/Dean submits the request to the Chancellor.

4.4 Emeritus/emerita/emeritx status is awarded to SAAO Tier II employees upon the approval of the Chancellor. Emeritus/emerita/emeritx Status to SAAO Tier I employees is awarded by the Board of Trustees upon the recommendation of the Chancellor.

4.5 Emeritus/emerita/emeritx status is awarded with the title held at the time of retirement.

1. Dr. Stewart suggested this section is where the letter will inform the faculty member that they need to identify their title.

e. 5. Procedure To Resign Status-Faculty

5.1 A faculty member who no longer wants to retain their emeritus/emerita/emeritx status can

write a letter to the Provost, with copies to their Dean and Department Head, indicating their intent to relinquish their title.

5.2 The Provost will review and respond to the request, also copying the Department Head and the Dean.

5.3 The department enters the corresponding personnel action into the Human Resource personnel system and updates the personnel file.

f. 6. Procedure To Resign Status-Senior Administrators

6.1. A senior administrator who no longer wants to retain their emeritus/a/x status, can write a letter to the Chancellor, with a copy to the supervisor of their former academic/administrative unit, indicating their intent to relinquish their title.

6.2. The chancellor will review and respond to the request, also copying the supervisor of the relevant unit.

6.3. The unit enters the corresponding personnel action into the Human Resource personnel system and updates the personnel file.

g. 7. Procedure To Revoke Status-Faculty

7.1. In the event that an Emeritus/emerita/emeritx faculty member's conduct violates university policies, regulations, or rules, concerns regarding the faculty member's conduct should be discussed between the Department Head, the Dean, and the Provost's Office. When necessary, the Department Head initiates the request for revocation of the appropriate emeritus/emerita/emeritx title.

7.2. The Department Head submits a [letter](#) to the Dean documenting the grounds for revocation.

7.3. If the Dean concurs, the Dean submits the letter recommending revocation to the Office of the Executive Vice Chancellor and Provost with a copy to the faculty member. If the faculty member disagrees with the proposed revocation, the faculty member will have 10 working days from the receipt of the letter to provide the provost with a response; this response is optional.

7.4. The Provost will review the Dean's letter and the faculty member's response, if any. If the provost concurs with the Dean's recommendation, the Office of the Provost submits all materials and the Provost's recommendation to the Chancellor. If the Provost concurs with the faculty member's response, the Provost will notify the Dean of the decision not to revoke emeritus/a/x status.

7.5. If the Chancellor approves revocation of Emeritus/emerita/emeritx status, the Office of the Provost sends a letter to the faculty member indicating the revocation of the Emeritus/emerita/emeritx status with a copy to the originating dean and department.

7.6. The department enters the corresponding personnel action into the Human Resource personnel system and updates the personnel file.

1. Dr. Stewart stated that a 10 day response period was put into this section in order for the faculty member to have an opportunity to due process. They are not obligated to respond, but they have a right to.
2. This provides the faculty member with many layers of review before a revocation takes place.

8. PROCEDURE TO REVOKE STATUS - SENIOR ADMINISTRATORS 8.1. In the event that an emeritus/emerita/emeritx senior administrator's conduct violates university policies, regulations, or rules, the immediate supervisor of the relevant academic/administrative unit may, if deemed necessary, initiate a request for revocation of the appropriate emeritus/emerita/emeritx title.

8.2. The supervisor submits a letter to the Chancellor documenting the grounds for revocation, copying the emeritus/a/x senior administrator. The senior administrator will have 10 working days from the receipt of the letter to provide a response to the Chancellor; this response is optional.

8.3. In the case of SAAO Tier II administrators emeritus/a/x, if the chancellor approves revocation of emeritus/a/x status, the Office of the Chancellor sends a letter to the senior administrator indicating the revocation of the emeritus/a/x status with a copy to the originating supervisor. If the Chancellor concurs with the senior administrator's response, the Chancellor will notify the senior administrator and the supervisor of the decision not to revoke emeritus/a/x status.

8.4. In the case of SAAO Tier I administrators emeritus/a/x, if the chancellor supports revocation of that status, the Office of the Chancellor brings that recommendation to the Board of Trustees for consideration.

8.5. The Office of the Chancellor notifies the supervisor of the Board of Trustees' decision, and, if appropriate, the unit enters the corresponding personnel action into the Human Resource personnel system and updates the personnel file.

1. Dr. Stewart stated that a 10 day response period was put into this section in order for the faculty member to have an opportunity to due process. They are not obligated to respond, but they have a right to.

New Business

1. Update on ARF's website and Provost's Office website linking to source websites.

Adjourn

Motion to adjourn by Dr. Gareth Washington and seconded by Dr. David Thuente

The meeting was adjourned at 4:27 p.m.