

Policy Pertaining to Emeriti at Minnesota State University Moorhead

NOTE: Current holders of Emeritus Status at Minnesota State University Moorhead are listed in the University Bulletin that is up-dated every two years. The current Bulletin and its list of those with Emeritus status may be accessed by clicking on the following: <http://www.mnstate.edu/home/bulletin/adm.pdf#nameddest=Emeriti>

Upon a faculty member's retirement, the Office of the President, in consultation with the Office of Human Resources, will determine whether or not the retiring faculty member has met the qualifications to be awarded Emeritus/Emerita. The criteria are:

1. Permanent retirement from full-time employment in higher education.
2. Held rank of Assistant Professor or higher at the time of retirement.
3. Employment on the faculty at Minnesota State University Moorhead for at least 15 years.

Those faculty who are determined to have met these criteria are informed in writing by the Office of the President and are granted the following benefits:

1. All First Class mail, including Priority Mail and post cards, will be forwarded at no charge for a period of one year. If the individual would like to continue to receive any Second or Third Class mail, a Change of Address card, available from the United States Post Office, should be filled out and turned in to the Post Office.
2. Important University communications, including invitations to special University events and to the fall opening dinner, will be mailed to the individual. This does not include the *Advocate* which is available on the World Wide Web.
3. *Alumnews* will be mailed to the individual.
4. The individual will be listed in the University's catalog and campus directory under Emeriti.
5. The individual's faculty ID card may continue to be used at Livingston Lord Library to borrow books and materials.
6. The individual's faculty ID card can also be used in purchasing tickets for plays, concerts and athletic events at faculty rates.
7. The individual may have an e-mail account. To activate the account, the individual will need to contact Information Technology.
8. The individual will also receive a complimentary Special Parking Permit for designated lots. To receive the permit, the individual will need to register for it with the Parking Office, located in the Maintenance Building.

9. The individual may use self-purchased University letterhead stationery imprinted with the individual's name and Emeritus/Emerita status.

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