

The Staff Emeritus appointment honors and recognizes eligible members of the University's staff for considerable meritorious service to Northern Kentucky University.

Staff Emeritus rank is awarded to staff members upon retirement who have provided distinguished service to Northern Kentucky University and have met the NKU retirement eligibility: <http://hr.nku.edu/hrpolicies/definitions/retiree.html>

Procedures for completion of the Staff Emeritus process:

- The nomination for Emeritus rank appointment can be initiated by any member of the department in which the candidate held his/her full time position.
- The nomination is to be approved by the Dean or Major Department Head, Division Vice President, and the President.
- It is the responsibility of the recommending department to compile a set of supporting credentials to be included with the nomination. The credentials must include the following:
 - Documentation of the fulfillment of criteria concerning time of service and retirement status.
 - A history of the candidate's total time of service at Northern Kentucky University.
 - A favorable recommendation from the head of the department. The recommendation should highlight the accomplishments which distinguish the service of the nominee, information on how the nominee significantly benefited their department(s) and brought honor and/or recognition to the University, and examples of service contribution, professional development activities, and community service activities as appropriate.
- The completed nomination materials are submitted to the office of the President.
- The President reviews nominees and submits final recommendations to the Board of Regents at the next scheduled Board of Regents meeting.
- Honorees recommended for emeritus appointment will be invited to the Board of Regents meeting at which the Staff Emeritus honorary title will be conferred.

Staff members who receive this honor will have the following benefits:

- Staff privileges for athletic and cultural campus activities and use of campus facilities
- Staff library privileges
- NKU photo identification card indicating Emeritus status
- Mailing of appropriate NKU publications
- Staff NKU e-mail account privileges
- Listing in appropriate University publications
- Listing on the website of the recommending unit, including year of retirement.

Exceptions to staff eligibility can be made by the President.