

III G. Appointments Available to Faculty Upon Retirement

III G 1. Eligibility

In recognition of service to Washington State University, upon retirement, faculty may be awarded “retired with merit” status and retain access to specified university resources. The awarding of this status will be represented by the faculty member adding emeritx, emerita, or emeritus to their title.

To be eligible, faculty must have held a career-track or tenure-track position at Washington State University for a period of at least five (5) years prior to leaving the University. Furthermore, they must be at least sixty (60) years old or have completed at least twenty-five (25) years of service to the University.

Upon retirement, in consultation with the dean and VCAA, the chair or school director will approve the faculty request for retired with merit status and the faculty member’s choice of title. The unit will process the title and status requested through the University’s personnel management system, which will automatically notify the Office of the Provost and Human Resource Services (HRS).

III G 2. Notification

A letter of recognition will be sent by the provost to each faculty awarded an emeritx, emerita, or emeritus addition to their title and the status it represents.

III G 3. Privileges

Emeritx, emerita, or emeritus faculty are encouraged to remain an important part of the University. Department chairs, school directors, and academic directors are encouraged to assist retired faculty in maintaining a continuing relationship with the department, school, campus, college, and university as is feasible and mutually acceptable. Note however, that “The Ethics in Public Service Act (RCW 42.52) provides that state employees cannot use state resources for personal benefit or their state positions to obtain special privileges.”

Emeritx, emerita, or emeritus faculty shall have continued campus courtesies including the options to

- 1) use library and recreational facilities
- 2) receive publications sent to active faculty and members of the Alumni Association
- 3) participate in contract, grant, and other scholarly endeavors in an unpaid capacity
- 4) negotiate with department chairs, school directors, or academic directors for office space, laboratory space, and computer (retain internet, e-mail, and other cloud services available to faculty at large) and facility access as available
- 5) participate in academic convocations, commencements and other academic endeavors; and
- 6) request that their names be retained in the *Washington State University Catalog* until their death.

Emeritx, emerita, or emeritus faculty may have other privileges accorded to them that are defined elsewhere in the *Faculty Manual* or in other university, college, campus, or unit documents (e.g. bylaws for individual colleges or graduate programs). However, those privileges do not include voting privileges for tenure and promotion, hiring, or election of Faculty Senate representatives.

III G 4. Management of Space and Other Resources

Emeritx, emerita, or emeritus faculty may negotiate with department chairs, school directors, or academic directors for the use of institutional resources. The appropriate chair or director shall be responsible for overseeing the activities of retired faculty granted access to institutional resources and be responsible for executing all faculty or PI activities outlined in the appropriate sections of the BPPM and SPPM including, but not limited to, BPPM 50.20, Access to University Facilities, and relevant Chapters within SPPM Section 4, Laboratory Safety, including SPPM 4.12, and Section 5, Chemical Hazardous Materials Safety. The chair or director will communicate and coordinate with the faculty member to ensure compliance with all relevant University lab safety and health policies and procedures and related federal, state, and local laws.

Chairs, school directors, and academic directors will review emeritx, emerita, and emeritus faculty access to institutional resources and privileges at the beginning of each biennium or more frequently, as needed to make modifications based upon the mutual benefit to the University and the faculty member. Renewal of access to institutional resources, such as space, is not guaranteed.

III G 5. Rehiring of Retired Faculty

Prior to offering a paid position to a retiree, the request must be approved by an HRS Benefits Director.

Section IV: University Policies Affecting Faculty

IV A. Procedures And Records

IV A 1. Payroll Procedures

Each employee signs an Employee's Withholding Exemption Certificate, Form W-4, as required by the United States Treasury Department, before being placed on the payroll. Ordinarily, a faculty appointee will have received this form, together with a copy of the Faculty Manual prior to the start of employment. The Form W-4 is to be completed, signed, and returned promptly to Payroll Services. The social security number is a basic identifying number in the Washington State University payroll system and must be shown on the Form W-4 if the employee has a number. A copy of an application for a social security number may be submitted with the Form W-4; an employee will not be placed on the payroll until a social security number is received. For other purposes, disclosure of the faculty member's social security number shall be voluntary, and refusal to disclose that number shall not be grounds for denying a faculty member any right, benefit or privilege provided by law. If the faculty member refuses to disclose their social security number for such other purposes, the University shall assign a random number to that faculty member for its record-keeping purposes.