

# MISSISSIPPI STATE UNIVERSITY™

## Policy and Procedure

MEMORANDUM TO: All Holders of Mississippi State University Academic  
Operating Policy and Procedure Manual

DATE: February 2, 1988  
Last Revised: September 15, 2011

SUBJECT: AOP 13.01 – Emeritus Appointments

### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to provide an orderly process for emeritus appointments as authorized in the Board of Trustees of State Institutions of Higher Learning office.

### REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Executive Vice President.

### POLICY/PROCEDURE

The President annually will consider the approval of recommendations for emeritus appointments. Nominations of individuals should be sent to the President, through appropriate channels, for consideration for subsequent approval.

In the month of June of each year, the Department of Human Resources Management will provide the Provost and Executive Vice President a list of names of individuals with academic rank who have retired or are planning to retire from positions at Mississippi State University during the current fiscal year. Some or all of these individuals may be considered for an emeritus appointment. The Provost will have the individuals reviewed through appropriate administrative channels, starting at the department level, for recommendations for emeritus appointments and then present appropriate recommendations to the President. Individuals not holding academic rank must be nominated through their divisional vice president, considered by the Executive Council, and recommended to the President.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2015

**APPROVED:**

<u>/s/ Peter L. Ryan</u> Associate Provost for Academic Affairs	<u>07/05/2011</u> Date
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<u>/s/ Jerome A. Gilbert</u> Provost and Executive Vice President	<u>07/05/2011</u> Date
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<u>/s/ Meghan Millea</u> President, Robert Holland Faculty Senate	<u>08/15/2011</u> Date
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**REVIEWED BY:**

<u>/s/ Lesia Bryant</u> Director, Internal Audit	<u>08/30/2011</u> Date
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<u>/s/ Joan L. Lucas</u> General Counsel	<u>09/02/2011</u> Date
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**APPROVED BY:**

<u>/s/ Mark Keenum</u> President	<u>09/15/2011</u> Date
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**THIS POLICY HAS BEEN SUPERSEDED**