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

<table>
<thead>
<tr>
<th>Position</th>
<th>Section</th>
<th>Year</th>
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<tbody>
<tr>
<td>Associate Provost for Academic</td>
<td>Review</td>
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<td>Affairs</td>
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APPROVED:

/s/ Peter L. Ryan  
Associate Provost for Academic Affairs  
07/05/2011  
Date

/s/ Jerome A. Gilbert  
Provost and Executive Vice President  
07/05/2011  
Date

/s/ Meghan Millea  
President, Robert Holland Faculty Senate  
08/15/2011  
Date

REVIEWED BY:

/s/ Lesia Bryant  
Director, Internal Audit  
08/30/2011  
Date

/s/ Joan L. Lucas  
General Counsel  
09/02/2011  
Date

APPROVED BY:

/s/ Mark Keenum  
President  
09/15/2011  
Date