



Emeritus/Emerita Status

Policy AA002

Volume 1, Academic Affairs and Faculty

Responsible Administrator(s): Vice President for Academic Affairs and Vice President for Human Resource Management and Labor Relations

Responsible Office(s): Academic Affairs and Human Resource Management and Labor Relations

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Policy Statement

The Fashion Institute of Technology (“FIT” or “the college”) honors the lifetime commitment of educators and leaders whose extraordinary service has shaped the institution. To recognize this legacy, FIT may confer the honorary title of “Emeritus” or “Emerita” upon Retired, full-time faculty and administrators who have demonstrated distinguished service and lasting contributions to the college’s mission. The status of Emeritus/Emerita reflects the college’s appreciation for the retiree’s professional impact and encourages continued voluntary engagement with FIT’s academic and community life.

Reason for the Policy

This policy establishes clear guidelines for awarding Emeritus/Emerita Status to eligible faculty and administrators of FIT who retire in good standing.

Who is Responsible for this Policy

- Vice President for Academic Affairs (VPAA)

Who is Affected by this Policy

- Full-time Classroom and Non-Classroom Faculty
- Administrators¹

Definitions

- **Emeritus/Emerita Status:** The rank of Emeritus/Emerita Status is an honorary title conferred in recognition of extraordinary service and contributions to the college and external impact nationally or internationally. It is a non-salaried, non-official designation that carries no administrative or governing authority. This status is only available to individuals who held full-

¹ For the purposes of this policy, an Administrator is an employee whose primary responsibilities involve the management, oversight, or direction of academic, student, or operational functions of the college, including but not limited to vice presidents, deans, or directors.

time faculty or full-time administrative positions at the time of their retirement, in conjunction with the eligibility requirements outlined in this policy.

- **Retired:** Means that an individual has *permanently ended* their active employment at FIT. This status indicates they are not engaged in any paid position within the college, including full-time, part-time, temporary, or contractual roles.

Principles

- Emeritus/Emerita Status is reserved for Retired, full-time classroom and non-classroom faculty and administrators who have demonstrated exceptional service, academic or professional excellence, and an enduring impact on the FIT community. Eligible retirees must have left the college in good standing and meet the criteria outlined in this policy.
- All nominations are reviewed and approved by the President and the Board of Trustees.
- Emeritus/Emerita Status is a non-salaried, honorary designation that does not confer employment rights, benefits, or an official role in college governance.
- Recipients of this honorary title are recognized for their achievements in teaching, research, leadership, or service. While no longer in active roles, Emeriti are expected to remain affiliated with the college through activities such as mentorship, student advising, research, and participation in academic events.
- Emeritus/Emerita Status is conferred for life but may be revoked for cause. As a distinctive honor, not an entitlement, it serves to celebrate the professional legacy and sustained commitment of FIT's most dedicated contributors.

Eligibility Requirements

- **Full-Time Faculty**

Prior tenure as a Full-Time Faculty Member is the baseline expectation for all Full-Time Faculty Candidates. In addition, to be a candidate for Emeritus/Emerita Status, a Full-Time Faculty member must:

- Be officially designated as Retired in good standing;
- Hold the rank of Full Professor at the time of retirement;
- Demonstrate a consistent record of meritorious service, as outlined in the Criteria for Evaluation section; and
- Have served as a full-time faculty member at FIT for:
 - A minimum of 25 years, or
 - A minimum of 15 years provided they initiated, organized, and developed a department or area of study that has been sustained for at least 15 years.

- **Non-Classroom Faculty**

To be a candidate for Emeritus/Emerita Status, a Non-Classroom Faculty member must:

- Be officially designated as Retired in good standing;
- Have served as an administrator at FIT for a minimum of 15 years; and
- Hold the rank of Full Professor at the time of retirement.

- **Administrators, and Non-classroom Faculty**

To be a candidate for Emeritus/Emerita Status, an administrator must:

- Be officially designated as Retired in good standing;
- Hold an administrative role at the time of retirement; and

- Have served as an administrator at FIT for a minimum of 15 years.
- **President**
To be a candidate for Emeritus/Emerita Status, the president must:
 - Have officially retired, or be retiring, in good standing at the time of designation; and
 - Have served as president for a minimum of 10 years.

Members of the Board of Trustees

The appointment and privileges of a Trustee Emeritus/Emerita is governed by the procedure outlined in Article II, paragraph F of the [Fashion Institute of Technology Bylaws](#).

Evaluative Criteria

When determining whether to grant Emeritus/Emerita Status, several factors are evaluated to ensure the candidate meets the college's standards of distinction, seeking a balance between formal criteria with broader considerations of overall impact on the college, students, and colleagues, and the candidate's area(s) of expertise.

- **Full-Time Faculty**
 - **Service to the College:**
 - **Years of Service:** Duration of service at the college
 - **Loyalty:** Evidence of sustained commitment and contributions to FIT's mission
 - **Academic Excellence:**
 - **Teaching:** Record of exemplary teaching, mentorship, and student success
 - **Body of Work:** Curriculum Vitae or professional resume outlining achievements both internal and external to the college including, but not limited to, a record of exemplary teaching, mentorship, research, grants, publications, recognitions
 - **Contributions to the Institution:**
 - **Service:** Leadership on committees, governance roles, and special projects
 - **Program Development:** Contributions to new curricula, initiatives, or programs that enhance the college
 - **Advocacy:** Support for FIT's values, reputation, and community engagement
 - **Professional Reputation:**
 - **Recognition:** Awards, honors, or significant achievements in the field
 - **Peer Endorsement:** Demonstrated respect of institutional colleagues, industry partners, and students
 - **Ethical Conduct and Integrity:**
 - **Good Standing:** A record free from disciplinary actions, or ethical improprieties
 - **Professional Behavior:**
 - Demonstrated respect for institutional policies and evidence of establishing a rich legacy
 - **Post-Retirement Potential:**
 - **Engagement:** Willingness and ability to contribute to the institution and the community post-retirement (e.g., mentoring, guest lectures, or advisory roles)
 - **Recommendations and Endorsements:**
 - **Internal Support:** Letters of recommendation or endorsements from peers or department chairs, administrators, or deans

- Invitation to participate in commencement, and other institutional and departmental events;
- Retention on mailing lists that facilitate communication of general interest to faculty members, unless they specifically request to opt out of this privilege; and
- Other privileges, if requested, are to be evaluated by the Vice President for Academic Affairs, in collaboration with other departments as necessary.

Revocation of Emeritus/Emerita Status

While rare, revocation of Emeritus/Emerita status may occur when conduct arises that is inconsistent with the values and policies of the institution.

Emeritus/Emerita status may be revoked for cause, including but not limited to, violations of institutional policies such as the Employee Code of Ethical Conduct, policies on discrimination or harassment, or other behavior that may negatively impact the college community or reputation (see Related Policies). Revocation may be initiated by a senior administrator and will be reviewed by the Vice President for Academic Affairs in consultation with the Office of Human Resources. Final decisions require approval from the President or their designee. The individual will be given notice of the proposed revocation and an opportunity to respond before a final determination is made.

Responsibilities

- **Vice President for Academic Affairs:**

The Vice President for Academic Affairs is responsible for:

- Verifying each candidate's eligibility, including retirement status, faculty rank, years of service, and standing, in coordination with the Office of Human Resource Management and Labor Relations;
- Notifying nominees of their nomination and eligibility and, in cases where the nominee is eligible, outlining the evaluation requirements and process;
- Receiving and reviewing candidate submissions, ensuring all required materials are provided;
- Collaborating with the President to review each candidate before a recommendation is made to the Board of Trustees;
- Notifying candidates of the Board of Trustees' decision in writing, including a letter to the retiree, signed by the President, confirming Emeritus/Emerita Status;
- Ensuring that designated privileges for Emeritus/Emerita faculty are furnished and maintained; and
- Evaluating requests from Emeritus/Emerita designees for additional privileges beyond those outlined in this policy.

Procedures

The procedure for reviewing and granting Emeritus/Emerita Status is as follows:

1. Nominations:

- Nominations, including justification, should be submitted in writing to the VPAA within one year of the date of retirement.
 - Nominations may be made by department chairs, school deans, and vice presidents.
- The President may nominate a candidate directly to the Board of Trustees for review.

2. Evaluations:

- The VPAA reviews nominations to confirm eligibility.
- Eligible candidates are notified in writing by the VPAA and are provided with an outline of the evaluation process. If a nominee does not meet the eligibility requirements, the VPAA informs them in writing.

- **Candidate Submission**

Upon notification, the candidate must submit the following to the VPAA within thirty (30) days:

- **Full Time Faculty**

- **Statement of Merit** outlining the candidate's qualifications and contributions warranting Emeritus/Emerita Status, explicitly demonstrating how they meet the criteria outlined in the policy;
- **Professional CV or Resume** reflecting the candidate's educational background, professional/employment history, awards and honors, a summary of research/scholarly/creative activities, scholarly presentations, grant activities, intellectual property contributions, a list of teaching activities with course details, and any additional information that highlights contributions, achievements, or service that support their candidacy;
- **Minimum of three (3) recommendations** from a broad range of sources, such as colleagues, industry partners, and others demonstrating support for the candidate's meritorious service; and
- **Portfolio**, if applicable.

- **Administrators, including Non-classroom Faculty**

- Professional CV or Resume highlighting administrative appointments, leadership roles, institutional initiatives led, strategic planning contributions, community or professional service, and any honors/awards received;
- Statement of Contributions summarizing their leadership philosophy, major accomplishments, and contributions to FIT's mission, culture, and operations. This may include areas such as organizational improvements, support initiatives, fundraising, diversity and inclusion efforts, and other contributions in alignment with FIT's Mission and Strategic Plan. Supporting materials may also be included to demonstrate measurable contributions; and
- Minimum of three (3) recommendations from a broad range of sources, such as colleagues, industry partners, and others demonstrating support for the candidate's meritorious service.

- **President**

- Statement of Justification highlighting the President's service, accomplishments, and impact on the college.

3. Review and Conferral:

- **Full-Time Faculty**

- The VPAA confirms eligibility and submits qualified recommendations to the President. The VPAA may consult with other administrative leadership when evaluating the candidate's submission.

- The President or their designee reviews the materials in collaboration with the VPAA and, if in support of the nomination, prepares a formal recommendation for the Board of Trustees. This recommendation is accompanied by relevant background information and supporting documentation to ensure the Board of Trustees can make an informed decision.
- The Board of Trustees reviews the recommendation and accompanying materials at its next scheduled meeting and votes on the final determination.
- Following Board approval, the Office of Academic Affairs prepares a letter, signed by the President, notifying the retiree of the conferral of Emeritus or Emerita status.
 - If a candidate is deemed ineligible at any point throughout the process the VPAA informs them in writing and provides justification.
- **Administrators, including Non-classroom Faculty**
 - The VP for Human Resources confirms eligibility and submits qualified recommendations to the President. The VP for HR may consult with other administrative leadership when evaluating the candidate’s submission.
 - The President or their designee reviews the materials in collaboration with the VP for HR and, if in support of the nomination, prepares a formal recommendation for the Board of Trustees. This recommendation is accompanied by relevant background information and supporting documentation to ensure the Board of Trustees can make an informed decision.
 - The Board of Trustees reviews the recommendation and accompanying materials at its next scheduled meeting and votes on the final determination.
 - Following Board approval, the Office of Human Resources prepares a letter, signed by the President, notifying the retiree of the conferral of Emeritus or Emerita status.
- **President**
 - The Board of Trustees reviews the nomination for completeness and eligibility, and then evaluates the candidate against the established criteria.
 - Emeritus/Emerita Status is granted by a majority vote of the Board of Trustees.
 - Following Board approval, the Board Secretary formally notifies the retiring/retired president of the designation, which is then recorded in official Board minutes and communicated to the relevant college offices.

Violations

N/A

Related Policies

- [Employee Code of Ethical Conduct](#)
- [Nondiscrimination and Anti-Harassment](#)
- [Sexual Misconduct Response](#)

Related Documents

- [Fashion Institute of Technology Bylaws](#)

Contacts

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