

Policy Number/Title: 1.4.01 Staff Emeriti
Effective Since: 10/30/2025
Last Revision Approved:
Responsible Officer: Staff Conference

1. Scope:

Winthrop University may confer special recognition and the title of Emeritus/a Staff on certain retired staff members who, at the time of their retirement, rendered a minimum of ten years of meritorious service to the University. The title recognizes significant contributions and dedication to the institution and is reserved for individuals who have exhibited extraordinary commitment to Winthrop and positive institutional impact.

2. Definitions:

N/A

3. Policy:

Eligibility Criteria

1. At the time the nomination is submitted, the nominee must be a current staff member who served for a minimum of ten years in a benefits-eligible, full-time classified/unclassified/grant-funded position at Winthrop University, and who has announced their retirement with an effective date on or before June 30 in the current fiscal year.
2. The nominee must have demonstrated contributions throughout their career at the University. Examples include, but may not be limited to, documented consistent exemplary performance, consistent exemplary service to the campus community, community outreach and partnerships, participation in staff and search committees, involvement in university-wide assessment efforts, engagement in campus initiatives, contributions to campus improvement projects, and participation in special projects and initiatives that support the University's mission and goals, etc.
3. Employees who had disciplinary actions issued by Winthrop University within the last ten years of employment will not be eligible for Emeritus/a status.

Meeting eligibility requirements does not guarantee approval of emeritus/a status.

Emeritus/a status is not a right or a guarantee, it is a special recognition bestowed upon a retired staff employee and Winthrop University, in its sole discretion, determines



Emeritus/a status. Winthrop's decision shall be final, and the decision may not be contested or grieved.

Privileges

In addition to the privileges provided to all Winthrop University retirees, including continued access to the Dacus Library, a special retiree rate for membership to Winthrop's recreational facilities, free tickets to many Athletic events, and the ability to receive Winthrop newsletters and updates from the Division of Advancement upon request, retired staff members granted Emeritus/a Staff status are extended additional privileges, including:

- A special identification card upon request identifying their Emeritus/a status.
- Their name included in a formal resolution conferring Emeritus/a status approved by the Winthrop Board of Trustees.
- A special letter from the Winthrop University President acknowledging Emeritus/a status, including the individual meritorious accomplishments and service contributed by the staff member that resulted in conferring the special status.
- Complimentary campus parking, with annual parking passes available upon request from Campus Police.

Privileges are subject to periodic review and adjustments in accordance with university policies and resource availability. Winthrop reserves the right to determine, in its sole discretion, the continuation of Emeriti/a status for any retiree to whom the title has been conferred.

4. Procedures:

Nomination and Approval Process

1. Staff who retire on or after the effective date of this policy and who meet or met the eligibility criteria may be considered for Emeritus/a Staff status through a formal nomination initiated by the divisional vice president of the area in which the staff member serves or served.
2. Nomination forms must be completed no later June 1 of the current fiscal year (July 1 – June 30) in order to present the nominees to the Board of Trustees during their June meeting. Nominations will not be accepted for employees who retired during a previous fiscal year.
3. The divisional vice president must submit a completed nomination form or letter to Human Resources (HRHelp@winthrop.edu) for review and confirmation of eligibility; the nomination must include a summary of the staff member's meritorious service, specific examples of noteworthy contributions and positive institutional impact, the total years of service, and a statement explaining how their service exemplifies the spirit of the Emeritus/a designation.
4. Upon review, Human Resources will submit a qualified nomination to Staff Assembly for review and recommendation.



5. Upon endorsement by the Staff Assembly, the nomination is submitted to the President for review. Upon recommendation from the President, final approval of Emeritus/a Staff status is conferred by the Winthrop University Board of Trustees.
6. Approved nominations are communicated to Staff Assembly, who will facilitate an official letter of designation from the President and coordinate the provision of associated privileges.

5. Resources:

N/A

6. History of Revisions:

10/30/2025 Policy Established