

SECTION: 1.0 GENERAL
SUBJECT: EMERITI PSO/CSO

Title: Emeritus/Emerita Professional/Classified Staff

Background: Appointment to emeritus/emerita status is a traditional means of honoring an individual with a long and distinguished service upon his/her retirement.

Point of Contact: Finance and Administration

Other Lewis-Clark State College (LC State) offices directly involved with implementation of this policy, or significantly affected by the policy: Academic Affairs, Student Affairs

Date of approval by LC State authority: March 2020

Date of State Board Approval: N/A

Date of Most Recent Review: January 2026

Summary of Major Changes incorporated in this revision to the policy: Emeritus/Emerita privileges were adjusted to reflect that LC Warrior Mail email is no longer available for any campus users.

1. Purpose

This policy states the conditions upon which a professional/classified staff member may be awarded emeritus/emerita status and the privileges associated. Policy regarding faculty emeriti can be found in Lewis-Clark State College (LC State) policy 2.110.

A. Eligibility

A staff member will be eligible for appointment to emeritus/emerita status upon retirement provided that he/she has:

- i. served LC State in a distinguished manner for at least fifteen (15) years;
- ii. attained the minimum age of fifty-five (55) and/or the Rule of ninety (90);
- iii. been nominated by her/his division/office/department (work unit); and
- iv. been supported by a majority of the members of her/his work unit.

B. Designation

Upon nomination by the members of his/her division/office/department, and majority vote of the Professional/Classified Staff Organization. Recognition as emeritus/emerita staff shall be made at a meeting of the Professional/Classified Staff Organization, by the PSO/CSO chair. Formal recognition will be made at the Staff and Faculty Awards Luncheon.

2. Privileges

With the intent that staff emeriti shall continue to be members of the LC State community, they shall have privileges similar, in so far as is practical, to those of active staff members. In addition to [LC State retiree privileges](#) (e.g., emeriti staff ID card, educational privileges, activity/fitness center access) staff emeriti shall be granted:

- A. the opportunity to receive college publications in electronic or hardcopy format, such as Journey Magazine;
- B. LC State library privileges; and

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- C. recognition during the annual LC State spring Staff and Faculty Awards Luncheon, inclusive of associated web-based postings.