

University of West Georgia
Faculty Affairs Committee
Subcommittee on Emeritus Policy Review
Meeting Minutes
August 24, 2026
Meeting 1
12:00 pm – 1:00 pm
Microsoft Teams

Agenda: Emeritus Policy Review

Subcommittee Members: Anne Richards, Mark Clarke (Chief of Staff), Jeff Reber (Assistant Vice Provost for FA), Mary Kassis, Jean Ruffin, Reena Viswanath, Melanie Hildebrandt, Levi Ofoe

Minutes: Levi Ofoe

1. Welcome and Introductions - Levi Ofoe

We all introduced ourselves. Levi provided background on the meeting, having received the charge document from Martin McPhail over the summer.

2. Charge Overview and Q&A - Dr. Clarke

Dr. Clark provided background on the policy review. President Johnson received applications for emeritus status, but the process was vague, and the documents were inconsistent. Currently, the emeritus process is plagued by issues, including applicants not receiving feedback; it is untimely and burdened with unexplained delays. Additionally, it is unclear who must review applicants' documents at different stages of the process.

The UWG Senate is requested to clarify the process for awarding emeritus at UWG, based on USG policy, to make it clearer and more consistent, with formal review by nominating peers and timely feedback to applicants. Emeritus should be viewed as a privilege and not a right. An honorable and distinguished period of service. It should be a lifetime achievement award. Also, a policy that allows retiring faculty to plan for emeritus status is good (e.g., serving on a student committee).

Not optional: Review and recommendation of the application by peers and timely feedback at the different stages of review.

Questions & Answers with Dr. Clarke (and Dr. Reber)

- a. For those applicants currently in the pipeline, the FA Committee should make a decision on it and see if they have peer reviews, Dean recommendations, and cover sheets to

progress. The FA subcommittee should decide how stringent the retroactive timeline should be.

- b. Interim positions. OHR must be considered. Emeritus is an Emeritus Professor title. Faculty should have held tenure before applying for the emeritus position.
- c. There should be a separate faculty and staff/administrative emeritus application process.
- d. The individual should have an option to stop assuming responsibilities for the emeritus position. A formal check-in process may be considered and recommended by the FA committee as they review the policy.
- e. Jeff Reber: Working with ITS for retired faculty to have UWG email addresses forever. Emeritus faculty may also serve on committees
- f. Emeritus faculty are bound by any faculty statutes.
- g. Currently, it takes 2-3 years for emeritus applications to be processed.
- h. Senior faculty should have ways to be involved in reviewing the application and deem it deserving.
- i. At the University of Houston, the P&T committee also reviewed the emeritus applications.
- j. How many emeritus members do we currently have? Dr. Clarke said it was close to 100 members. Dr. Richards said the number could be right. Susan Garrett (associate to the provost and MFE coordinator) oversees the emeritus faculty. He said regularly reviewing and updating emeritus professors' email addresses will be important.

3. Review Documents & Discussions - FA Committee members

Levi showed members where the documents and the subcommittee's working document are located. After the subcommittee completes its work, OHR and OLA will review it for any input before the FA committee votes on it and sends it to the Senate.

4. Set Subsequent Meeting Dates/Times - FA Committee members

Members agreed to meet on Mondays from 12:00 pm to 1:00 pm, except on holidays.

5. AOB

No other business.

The meeting was adjourned at 12:45 p.m.

University of West Georgia
Faculty Affairs Committee
Subcommittee on Emeritus Policy Review
Meeting Minutes
August 31, 2026
Meeting 2
12:00 pm – 1:00 pm
Microsoft Teams

Agenda: Emeritus Policy Review

Subcommittee Members: Anne Richards, Jeff Reber (Assistant Vice Provost for FA), Mary Kassis, Jean Ruffin, Reena Viswanath, Melanie Hildebrandt, Levi Ofoe

Minutes: Levi Ofoe

Agenda

1. Approve previous subcommittee meeting minutes

Prof. Richards moved to accept; Reena seconded the motion.

2. Jeff Reber shared documents with the committee about the different emeritus status titles granted in the past. The committee has to clarify this for UWG. Additionally, it would be nice to invite emeritus faculty annually to campus events.
3. Review the emeritus policy documents from UWG, USG Policy 2.11, and other institutions.
 - a. Members reviewed KSU and GSU emeritus documents and started making changes to the UWG emeritus policy.
4. Work on revisions to the existing UWG emeritus policy
 - a. Members discussed and made changes/updates to the UWG Criteria and Implementation policy sections.
5. AOB. Next meeting is on September 14 (No meeting on September 7 - Labor Day)

Meeting ended at 12:57pm.

University of West Georgia
Faculty Affairs Committee
Subcommittee on Emeritus Policy Review
Meeting Minutes
September 14, 2026
Meeting 3
12:00 pm – 1:00 pm
Microsoft Teams

Agenda: Emeritus Policy Review

Subcommittee Members: Anne Richards, Jeff Reber (Assistant Vice Provost for FA), Jean Ruffin, Reena Viswanath, Melanie Hildebrandt, Levi Ofoe

Melanie Hildebrandt moved to accept the minutes of Meeting #2; Anne Richards seconded the motion.

Minutes

1. Jeff Reber answered the committee members' questions.
2. Committee members discussed and made edits to 125.03 Application and Approval Procedure
3. Levi will verify with the Chief of Staff whether university-level review of the application is needed or whether only college-level review will suffice. At the university level, senior faculty who represent each college may review the application.
4. Jeff suggested that the policy should focus on emeritus issues only. Issues about retirement (i.e., adjunct professors, access to email, etc.) should be in a separate policy.
5. Other issues to consider: KSU emeritus/emerita recommendation form, timeline from unit to provost, feedback timeline, redress process and timelines
6. AOB. Next meeting is on September 21

The meeting ended at 13:01pm.

**University of West Georgia
Faculty Affairs Committee
Subcommittee on Emeritus Policy Review
Meeting Minutes
September 21, 2026
Meeting 4
12:00 pm – 1:00 pm
Microsoft Teams**

Agenda: Emeritus Policy Review

Subcommittee Members: Anne Richards, Jeff Reber (Assistant Vice Provost for FA), Jean Ruffin, Reena Viswanath, Levi Ofoe

Moved to accept Meeting #3 minutes: N/A

Seconded the motion: N/A

Minutes

1. Levi emailed the Chief of Staff on whether university-level review of application is needed or only college level review will suffice. At the university level, senior faculty who represent each college may review the application. He has yet to receive a response. Once he receives a response, he will upload it to the subcommittee's folder in the shared drive
2. Faculty members discussed and made edits to the emeritus policy documents
3. Committee members discussed questions about university level committee, timelines and one-time submission deadline.
 - i. The FA committee will come in when there is disagreement in recommendation between unit supervisor, committee, and/or Dean prior to the materials being submitted to the Provost.
 - ii. Guidelines were suggested as faculty may retire at different times (December, May, or Summer)
 - iii.
4. Next week's agenda: review the procedures again, review the benefits, and revise the application form.

Meeting ended at 1:05pm

**University of West Georgia
Faculty Affairs Committee
Subcommittee on Emeritus Policy Review
Meeting Minutes
September 28, 2026
Meeting 5
12:00 pm – 1:00 pm
Microsoft Teams**

Agenda: Emeritus Policy Review

Subcommittee Members: Anne Richards, Jeff Reber (Assistant Vice Provost for FA), Mary Kassis, Jean Ruffin, Reena Viswanath, Melanie Hildebrandt, Levi Ofoe

Moved to accept Meeting #4 minutes: Mary Kassis

Seconded the motion: Reena Viswanath

Minutes

1. Review the emeritus procedures again

Members discussed and revised the existing document.

2. Review the benefits

Anne said that this is straight from BOR. Members will review the benefits during the next meeting.

3. Revise the application form.

Members will review the emeritus application form in the next meeting.

4. Cross-check the revised document with the committee's charge

The committee reviewed the charge sheet and incorporated the president's suggestions.

Agenda for next meeting

- a. Finalize procedures
- b. Review the benefits
- c. Make sure the committee's charge is complete for review by OHR, Legal, Provost's Office, and Chief of Staff

Meeting adjourned at 1:05 pm

University of West Georgia

**Faculty Affairs Committee
Subcommittee on Emeritus Policy Review
Meeting Minutes
October 5, 2026
Meeting 6
12:00 pm – 1:00 pm
Microsoft Teams**

Agenda: Emeritus Policy Review

Subcommittee Members: Anne Richards, Mary Kassis, Jean Ruffin, Reena Viswanath, Melanie Hildebrandt, Levi Ofoe

Moved to accept Meeting #5 minutes: Jean Ruffin

Seconded the motion: Melanie Hildebrandt

Agenda

- a. Finalize procedures

The committee members discussed Dr. Clarke's email response about the university-level committee. Members decided that the university-level committee should be formed only when there is variance at the program-to-college level to improve process efficiency.

- b. Review the benefits

Members reviewed the benefits and made formatting edits.

- c. Make sure the committee's charge is completed for review by OHR, Legal, the Provost's Office, and the Chief of Staff.

Members completed the Emeritus policy review. No members had any additional edits to make to the document.

Next steps:

- a. Melanie and Levi will review the UWG Emeritus Recommendation form using information from Valdosta State University's Nomination for Emeritus/a Status form.
- b. Levi will send an email to all FA members, AVP, Chief of Staff, OHR, OLA, Anne Richards, and Martin McPhail to meet and review the document for approval between October 19 and 30.

Meeting adjourned at 1:00 pm.