

# X. EMINENTES UNIVERSITATIS POLICY AND PROCEDURE

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Washburn University realizes the importance of a loyal, dedicated and professional faculty by honoring itself in recognizing the out-standing service of faculty members with the designation of Faculty Emeriti. The University also realizes the importance of its non-faculty professional and classified staff and honors itself by awarding certain individuals the title of Eminentes Universitatis.

The basic criteria for being nominated and designated "Eminentes Universitatis" are:

## A. Requirements

1. The individual must have been an administrative or classified employee of Washburn University for a period of ten years or more, and effective July 1, 1991, and after, employees must have employment contracts of 1000 hours or more per year of service to the University to be eligible for the Eminentes Universitatis designation.
2. Individuals who retire from the University in good standing after ten years of employment service at Washburn may be eligible for nomination.
3. The service performed by the employee must be judged to have been meritorious by the employee's department head, area head and the President of the University.

## B. Procedure

1. After the requirements are met in A (1-3) above, the Department Head recommends the individual to receive the Eminentes Universitatis designation to the Area Head. After review and approval, the Area Head makes the recommendation to the President. All recommendations must be received by the President not later than April 1 of each year.
2. If the President and Board of Regents approve of the recommendation, the individual will be granted the Eminentes Universitatis designation at the time and place designated by the President.

## C. Persons appointed Eminentes Universitatis shall:

1. Be presented with an appropriate certificate.
2. Be presented with a parking permit, if requested.
3. Be authorized privileges in the purchase of athletic, theatre and other tickets.
4. Be invited to University functions in the area of his/her interests.
5. Have access to the Library and other appropriate facilities of the University during posted University hours.
6. Maintain e-mail and MyWashburn access.