

Oregon Tech Policy
OIT-21-092
Administrator Emeritus Selection

1. Policy Statement

This policy outlines eligibility requirements, criteria, and process for selection of Administrator Emeritus candidates at Oregon Tech.

2. Reason for Policy/Purpose

Oregon Tech considers the designation of “Administrator Emeritus” to be an honor, in recognition of long and exemplary service to Oregon Tech through a history of leadership and/or involvement in the campus community or external community.

3. Applicability/Scope

This policy applies to retiring unclassified administrative staff of Oregon Tech who meet specified criteria and approvals.

4. Definitions

Unclassified Administrative Staff: The university’s unclassified administrative staff are defined by ORS 580-020-0006.

Emeritus: Honorary title bestowed upon select unclassified administrative staff retiring from Oregon Tech.

5. Policy

5.1 Criteria for Administrator Emeritus Selection

- a. Retirement from Oregon Tech with a minimum of ten years of full-time service, at least five of which must have been in an unclassified administrative position(s).
- b. Eligible for retirement under the Public Employees Retirement System or the Optional Retirement Program.
- c. Overall service to Oregon Tech must be considered exemplary by the department director, Administrative Council, or Senior Leadership.
- d. Retirement date July 1 or later may apply for emeritus status for the following academic year.

- e. Individuals leaving Oregon Tech due to non-renewal of contract are ineligible for emeritus status.
- f. Administrative Council may waive criteria under exceptional or compelling circumstances.

5.2 Timeline and Procedure for Administrator Emeritus Selection

- a. In February, the Chair of Administrative Council (Chair) will request a list of unclassified administrative staff retirees from Human Resources. The Chair will notify, in writing, all retirees who meet the minimum criteria for Administrator Emeritus status, and their department directors.
- b. By March 31, eligible retirees who wish to be considered for Administrator Emeritus status will submit an overview of contributions and a biography to the Chair. The overview will include a summary that illustrates career accomplishments, service to Oregon Tech and major projects of note; community service (if desired); and any additional written materials that may attest to the candidate's exemplary service or leadership. The biography must be 150 words or less, which will be published in the Convocation program as well as the Oregon Tech website, if the applicant is selected for emeritus status.
- c. The Administrative Council may, at its discretion, seek written input about candidate contributions from the campus community. No anonymous input will be considered.
- d. During the regularly scheduled April meeting, Administrative Council will discuss candidate submissions received by March 31 in a closed executive session and recommend emeritus status for those receiving a majority vote to the University President.

Submissions received later than March 31 will be considered the following year.

- e. Final approval of the candidates recommended by Administrative Council is at the discretion of the University President.
- f. Candidates selected to receive the title of emeritus will be notified by the University President no later than May 15 and recognized at the annual Faculty/Staff Retirement Recognition event and at Commencement.

5.3 Privileges

As part of their official compensation earned while employees of Oregon Tech, Emeritus staff may request the following privileges in retirement:

- A listing in the University catalog.
- Upon request, a lifetime Oregon Tech email address with a signature line identifying the individual as an emeritus Administrator.
- Office manager assistance in connection with institutional service.
- Staff library privileges.

- Participation in commencement exercises and other college functions.
- Participation in Administrative Council in an ex-officio capacity.
- A lifetime staff membership card for sports events (excluding non-Oregon Tech sponsored events and NAIA tournaments).
- Free access to Oregon Tech recreational facility.
- Privileges normally granted to staff at the bookstore.
- Free parking permit.
- Enrollment in courses at staff fee privilege rates.

6. Links to Related Procedures, Forms, or Information

NA

7. Policy Review/Consultation

This policy was reviewed and open to consultation by the following Oregon Tech committees and/or advisory groups:

- Administrative Council

This policy was adopted pursuant to Oregon Tech's policy review and making process.

8. Policy Approval

Approved by the President on June 9, 2026.



Nagi G. Naganathan, Ph.D., ASME Fellow
President

Supersedes

OIT-21-092 dated 5/29/2014

Revision Dates

4/21/2026

5/29/2014

11/23/2004