



Kutztown University Policy COT-004

Retirement Recognition

A. Purpose and Scope

The purpose of the policy is to bring recognition and honor to faculty and managers of Kutztown University that retire from Kutztown University.

B. Policy for Emeriti Status

To be eligible for Emeriti status, one must have held the position of Faculty, President, Vice President, Associate/Assistant Vice President, Assistant to the President, Provost, Associate/Assistant/Vice Provost, Dean, Associate/Assistant Dean, or Director and have retired from the University with a minimum of ten (10) years of exemplary service.

Application and conferral for emeritus status will follow the processes outlined in *Management Emeritus Designation Application and Conferral* and *Faculty Emeritus Designation Application and Conferral* procedures.

Following conferral of status, emeriti will be provided:

- a. An emeriti card for the purposes of identification.
- b. University emeritus e-mail address.
- c. Complimentary tickets upon request to athletic and cultural events
- d. Library use privileges
- e. Paper phone-directory, if the University publishes one
- f. Parking permit to pre-determined areas
- g. 100 Business Cards with KU logo and identifying Emeriti Status
- h. Participation in academic processions where applicable (faculty and academic managers)
- i. Inclusion in departmental, administrative, and official functions by invitation of the sponsoring organization
- j. Temporary use of a shared office space as available (faculty and academic managers)

Faculty and managers granted emeritus status should contact the Office of Human Resources to facilitate connection to other offices.

C. Policy for Retiree Status

To be eligible for Retiree status, one must have held the staff or support position at Kutztown University and have retired with exemplary service.

Upon request, retired employees will be provided:

- a. A retiree card for the purposes of identification.
- b. Complimentary tickets upon request to athletic and cultural events
- c. Library use privileges
- d. University retiree email address
- e. Paper phone-directory, if the University publishes one
- f. Parking permit to pre-determined areas
- g. 100 Business Cards with KU logo

Faculty and managers with retiree status should contact the Office of Human Resources to facilitate connection to other offices.

D. Effective Date December 16, 1999

Revised: April 29, 2010

Revised: June 18, 2012

Revised: May 15, 2025

Revised: January 20, 2026

E. Approved by Council of Trustees: June 17, 2010

Council of Trustees: June 21, 2012

Council of Trustees: June 5, 2025

Council of Trustees: March 12, 2026

