



WESTERN NEW MEXICO UNIVERSITY

POLICY NAME	Retired Staff Emeritus Policy	POLICY NO.	BA444
APPROVING BODY	President/Cabinet	VERSION NO.	01
RESPONSIBLE DEPARTMENT	Business Affairs – Human Resources		
EFFECTIVE DATE	07-MAY-2019	REVIEW/REVISION DATE	12-SEP-2024 01-MAY-2026

PURPOSE:

WNMU (Western New Mexico University) chooses to award certain staff members with Emeritus status upon retirement, in recognition of their distinguished service.

POLICY:

This policy describes how emeritus status is awarded and the benefits a Retired Emeritus Staff member is eligible to receive.

EMERITUS STATUS ELIGIBILITY:

Recommendations for Staff Emeritus status shall be made by the department or individual and forwarded to the appropriate Vice President for approval. Once approved, the President may, at their discretion, make the recommendation for Staff Emeritus status to the Board of Regents.

The qualifications to be considered for recommending individuals to Emeritus status will include, but are not limited to the following:

- Eligible to retire with the ERB (Educational Retirement Board) and twenty (20) years full-time service to WNMU.
- Significant contributions to WNMU.
- An outstanding professional record.
- The attainment of professional and personal esteem of colleagues.

BENEFITS AWARDED:

Employees granted Emeritus status by the University President and/or Board of Regents approval shall retain access to web-based email resources but will be required to forfeit their existing email account and will be provided a new emeritus account for use of WNMU email services.

~~All staff retirees may continue access to their WNMU e-mail addresses and~~ Employees granted Emeritus status also remain eligible for the Tuition Reduction Program. In addition to those benefits, Retired Emeritus Staff may continue to receive WNMU library and media services

privileges, as well as staff pricing or discounts for WNMU fitness center, ~~golf~~, outdoor program activities, cafeteria lunches, and athletic events.

The President, at their discretion, may grant additional benefits to Retired Emeritus Staff, such as access to specific buildings or equipment.

DOCUMENT CONTROL REGISTER*				
For Internal Use Only – Master Document				
DOCUMENT TITLE:		DOCUMENT NO.	EFFECTIVE DATE:	
Retired Staff Emeritus Policy		BA444	07-MAY-2019	
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REVIEW HISTORY				
(Complete log for review only)				
REVIEWED	REVIEW DATE:	REVIEWED BY:		
ANNUAL REVIEW	12-SEP-2024	HR		
Annual Review	10/8/2026	Yvette Rackley		
REVISION HISTORY				
(For audit purposes and control tracking)				
REASON FOR REVISION: **	REVISED SECTION, PAGE#, and PARAGRAPH:	VERSION #:	REVISION DATE:	APPROVED BY:
Minor grammatical corrections and gender language updated.	Pg 1	01	12-SEP-2024	VPBA
Changed language for employee's email status based on policy and updates to the Acceptable Use process.	Pg. 2	02	14-OCT-2026	VPBA