

Guide to Employee Retirement

Emeritus (Faculty Employees)

Eligibility

[Section 3, IX. Emeritus Status](#) (from the Faculty Handbook)

The emeritus title is intended to honor faculty members who have made a significant contribution to Washburn University through teaching, research or service. Individuals retiring after ten years of full-time service as members of the General Faculty immediately preceding their retirement are eligible for the designation. Exception: Faculty whose appointment at the University commenced before July 1, 2005, may be nominated with only five years of full-time service immediately preceding their retirement.

During the first semester of each year, the Dean of each School or College shall recommend those who are eligible for emeritus status to the Vice President for Academic Affairs who will recommend to the President for Board of Regents approval.

Persons appointed to emeritus status shall:

- A. Be listed with the faculty in the University catalog.
- B. Be presented with an appropriate certificate.
- C. Be presented with a parking permit if requested.
- D. Be accorded faculty privileges in the purchase of athletic, theatre and other tickets.
- E. Be invited to academic and University functions in the area of his/her interests.
- F. Have access to library and other research facilities when available.
- G. Maintain e-mail and MyWashburn access

Nomination Process

In January, Associate Provost for Faculty Development and Student Issues sends this email to the Deans.

Dear Deans,

We are now accepting Emeritus Faculty Nominations. Use the following link to submit your nominations by February 28, 2025--[Emeritus Nomination Form](#).

Please share the link with your associate/assistant deans and chairs as well.

Nominations will be submitted to WUBOR for approval during the March meeting.

Below you will find the eligibility requirements and description of Emeritus Status per the Faculty Handbook Section Three, IX. Let me know if you have any questions.

- Deans solicit nominations from their units, ensuring nominees meet the Emeritus status criteria in the faculty handbook. See above.
- Deans submit nominations in late February using the Dynamic form link.
- Associate Provost forwards nomination to Provost and the President who then recommend them to WUBOR
- Nominations are submitted as agenda item for the March WUBOR meeting.
- Nominees are informed that their nominations have been approved by the Provost and President and will go before WUBOR for approval. Nominees are invited to attend WUBOR.
- After WUBOR approval, nominees are informed of the WUBOR approval. Invited to the Employee Recognition ceremony.

Eminentes Universitatis (Staff Employees)

Eligibility

[From Section 25 of the Washburn University Policies, Regulations and Procedures Manual](#)

The University may honor individuals by awarding the title of Eminentes Universitatis.

Eligibility Requirements. To be eligible to receive the award, the individual shall:

Have been a Staff Employee or Technical Instructor for a continuous period of

- ten years or more;
- worked .5 FTE or more each of ten continuous years;

- retired in good standing; and, provided meritorious service to the University as judged by the Department Head, Area Head, and the President.

Privileges Granted. Those awarded Eminentes Universitatis shall be:

- Listed in the University Directory;
- Presented with an appropriate certificate;
- Presented with a parking permit if requested;
- Authorized privileges in the purchase of athletic, theatre, and other tickets;
- Invited to University functions in the recipient's area of interest;
- Permitted access to the Libraries and other appropriate facilities of the University during posted University hours; and,
- Authorized access to MyWashburn and University email.

Nomination Process

The Department Head shall recommend the Employee whom the Department Head determines has met the requirements stated above.

The recommendation is made to the Area Head to whom the Department Head reports with a copy submitted to the Human Resources Department.

The Area Head shall review the recommendation and, if the Area Head agrees, forward it to the President with recommendation for approval.

If the President agrees, the President shall recommend the awarding of Eminentes Universitatis to the Board.

Celebrating Retirees

Dr. Mazachek will host a reception for Emeriti and Eminentes honorees at the Ross House every semester for them and a guest.

If you feel your area needs to host a separate celebration, here are some guidelines and ideas.

Budget

You should use your regular departmental budget to fund items related to a retirement celebration. Discuss retirement celebration budget guidelines with your area/department head before planning your event.

Event Space

Does your department/area/school (etc.) have access to a conference room or an office lobby that would have enough space for a social gathering? If not, you can work with [University Scheduling](#) to find and reserve a space for your event.

Flowers

A bouquet on the food table and a corsage or boutonniere for the retiree can brighten up your event. You need to “shop” (go online or call) at least 10 to seven business days before your event.

Here are some florists in Topeka.

- Blooms on Boswell (785) 272-2749
- Custenborder Florist (785)272-5322
- Dillon’s
- Hy-Vee (785) 271-6548
- Porterfield’s Flowers and Gifts (785) 354-1707
- University Flowers (785) 232-4012

Food

- If units want to have on-campus food/catered food, they must use Chartwells to cater. If you cater with Chartwells, they will provide paper products (cups, plates, flatware, and napkins).
- Units can have a potluck celebration if it’s **all** donated. If you decide to provide food via a potluck, don’t forget your paper products.
- You cannot have a combination of Chartwells’ catering and various potluck items. There are state health code regulations that do not allow for the comingling of food sources.

Retirement Book

You can obtain a Washburn branded “retirement book” from UMAPS for guests to sign at the event. These books cost \$22.46 each. Just submit a [Campus Printing Requisition](#) to UMAPS at least one week prior to your event.

Who can you invite?

We understand the desire to celebrate your retiree well, however there are very few times when inviting the entire campus to an event is appropriate. Here is a guide.

- Vice President, Executive Director or Dean – It would be considered appropriate to send an invitation to the campus. Please reach out to the Strategic Communications & Marketing Office to coordinate your invitation.
- Faculty member (including lecturer, adjunct, etc.) – Please invite those from the respective department or College/School as deemed appropriate. The Dean or Department Chair can send out the invitation to those colleagues.
- Staff members, including Administrative Assistants – Please invite those from the respective department or College/School as deemed appropriate. The department/area head can send out the invitation to those colleagues.
- You are welcome to invite people from your immediate area who have previously left the institution/retired.

If you feel an exception should be made for an invitation to your retirement event, please communicate with the Strategic Communications & Marketing Office.

Miscellaneous

- You can purchase balloons at The Ichabod Shop, including mylar and latex. They will inflate them with helium for you as well.
- The Ichabod Shop also has greeting cards.
- Stores like Dollar Tree or Family Dollar usually have very low-cost themed décor and serving items, like plastic trays.