



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
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USNAINST 5060.5H
2/ADP
14 Feb 18

USNA INSTRUCTION 5060.5H

From: Superintendent, U.S. Naval Academy

Subj: HONORARY TITLE OF EMERITUS

Ref: (a) USNAINST 5230.1B
(b) NAVSUPPACT ANNAPOLISINST 5512 series
(c) NAVSUPPACT ANNAPOLISINST 5530.1D

1. Purpose. To publish the objectives, procedures, and criteria relevant to the conferring of the honorary title and to define the rights and privileges of Emeritus.

2. Cancellation. USNAINST 5060.5G

3. Background. An honorary title, which will consist of one's academic rank or title followed by the word "Emeritus," may be conferred on a member of the civilian faculty upon retirement. Among the principal goals of awarding Emeritus status are:

- a. Encouraging retired Naval Academy faculty to remain in the community of scholars,
- b. Encouraging the continued association of professors' emeriti with the Academy that may be beneficial to both the Academy and the individual; and
- c. Honoring faculty for a career of productive, full-time service to the institution. In keeping with U.S. Naval Academy (USNA) tradition, the title Emeritus may also be granted to Deans or other academic administrators: e.g. Dean, Associate Dean, Library Director, Registrar, etc. The title is conferred by the Superintendent based upon the recommendation of the Academic Dean and Provost (ADP) in recognition of sustained service to the Naval Academy.

4. Guidelines for the Award of the Emeritus Title

a. First eligibility for consideration. Faculty members will not be considered for Emeritus status until after they have retired. The Emeritus rank will not normally be awarded until at least one year after the faculty member has retired.

b. Important elements regarding consideration for the award. To be eligible for Emeritus status, the faculty member must have an appointment to the faculty under the provisions of Title 10, U.S. Code, and the faculty member's career must have been devoted primarily to teaching or academic administration at the Naval Academy. The retiree must have served successfully at the Naval Academy for at least 20 years in a full-time capacity. Waivers of this 20 year minimum service length may be granted, but only in the most exceptional circumstances. Essential to the

awarding of Emeritus status is the candidate's steadfast support of the mission of the Naval Academy, and the assurance that the candidate's continued presence will enhance the education of midshipmen and will continue to bring credit to the Naval Academy community. Faculty at the rank of (full) Professor and academic administrators who satisfy these requirements will normally be eligible for Emeritus status.

5. Privileges. Emeriti faculty will be accorded the following privileges:

a. E-mail system access may be granted on a case-by-case basis. Requests normally would originate in the Department, be routed through the chain of command and must be approved by the ADP, and comply with reference (a).

b. Access to USNA with a Naval Support Activity issued identification pass card and an annual USNA Friends of the Naval Academy vehicle pass, per references (b) and (c).

c. Library privileges, including continued use of a library card.

d. Inclusion in ADP Cost Center personnel rosters, catalogs, mailing lists, and telephone directories.

e. Participation in the faculty procession at commencement exercises and being honored guests at the faculty recognition parade during Commissioning Week.

f. Eligible for membership in the Naval Academy Club, provided they were previous members of the Club.

g. Faculty rates for tickets to Naval Academy athletic events, Masqueraders and Glee Club shows, and fine arts events.

h. Continued access, per governing USNA instructions, to Academy athletic facilities, the USNA Midshipmen Store, and other privileges accorded regular civilian faculty, per references (b) and (c). The Naval Academy midshipmen store will issue a separate identification card for this purpose, upon presentation of the retiree/emergitus pass (para 5b, above).

6. Action

a. In the case of teaching faculty within academic departments, department chairs will consult with their departments to judge the merit of recommending the Emeritus title consistent with the goals in paragraph 3 and the guidelines in paragraph 4, above. The department chair will forward the resulting recommendation to the Superintendent via the Division Director and the ADP for action.

b. For Deans and other academic administrative staff members, an appointed colleague will forward the recommendation to the Superintendent via the ADP.

c. Once conferred, Emeritus status may only be revoked by the Superintendent.

7. **Records Management.** Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

8. **Review and Effective Date.** The ADP will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after the effective date unless reissued or otherwise canceled prior to the 5-year anniversary date, or an extension has been granted.



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