



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 5060.5J  
2/Provost  
16 Sep 2026

USNA INSTRUCTION 5060.5J

From: Superintendent, U.S. Naval Academy

Subj: HONORARY TITLE OF EMERITUS

Ref: (a) USNAINST 5230.1B  
(b) USNAINST 5512.6

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 5060.5H

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. The Superintendent has the sole discretion to revoke the honorary title and benefits for good cause. Among the principal goals of awarding Emeritus status are:

a. Encouraging retired U.S. Naval Academy (USNA) faculty to remain in the community of scholars.

b. Encouraging the continued association of professors' Emeriti with USNA that may be beneficial to both USNA and the individual.

c. Honoring faculty for a career of productive, full-time service to the institution. In keeping with USNA tradition, the title Emeritus may also be granted to Provosts, Deans, or other academic administrators: e.g. Provost, Vice Provost, Dean, Associate Dean, Library Director, Registrar, etc. The title is conferred by the Superintendent based upon the recommendation of the Provost in recognition of sustained service to USNA.

4. Guidelines for the Award of the Emeritus Title.

a. 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, US Code, and the faculty member's career must have been devoted primarily to teaching or academic administration at USNA. The retiree must have served successfully at USNA 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 USNA, and the assurance that the candidate's continued presence will enhance the education of midshipmen and will continue to bring credit to USNA 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 for a one-year term. Requests normally would originate in the department, be routed through the chain of command and must be approved by the Vice Provost for Faculty Affairs, and comply with reference (a). E-mail system access will normally not be granted beyond three consecutive years.

b. Access to USNA with a Naval Support Activity issued Defense Biometric Identification System identification pass card per reference (b).

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

d. Emeritus professors may be included in academic department personnel rosters, catalogs, mailing lists, and telephone directories maintained by academic departments.

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 USNA Club.

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

h. Continued access, in accordance with governing USNA instructions, to USNA athletic facilities, the USNA midshipmen store, and other privileges accorded regular civilian faculty. The USNA midshipmen store will issue a separate identification card for this purpose.

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.

The department chair will forward the recommendation to the Superintendent via the chain of command to the Provost for action.

- b. For provosts, deans, and other academic administrative staff members, an appointed colleague will forward the recommendation to the Superintendent via the Provost.
- c. Once conferred, Emeritus status may only be revoked by the Superintendent.

7. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://www.secnv.navy.mil/doni/Records%20Management%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact your local records custodian or the USNA Records Manager.

8. Review and Effective Date. Per OPNAVINST 5215.17A, Vice Provost for Faculty Affairs will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or canceled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known for the following guidance in OPNAV Manual 5215.1, of May 2016.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the USNA Issuance Website, <https://www.usna.edu/AdminSupport/Inst/>