



College of Forestry ~ Office of the Dean  
Oregon State University, 150 Peavy Hall, Corvallis, Oregon 97331-5704  
Phone 541-737-1585 | Fax 541-737-2906 | <http://forestry.oregonstate.edu/>

**Administrative Memo # 8**  
**Policy on Emeritus Faculty Use of OSU Email**  
January 15, 2015

Emeritus status may be conferred on retired faculty members who have held a full-time position with indefinite tenure at OSU for at least five years and who have “demonstrated professional competence and effective service to the programs of the institution” (OSU policy 214-07). In recognition of their service to the university, emeritus faculty receive various benefits, as identified in OSU’s Office of Human Resources Manual. The decision to grant continuing use of OSU email accounts is a college decision, as this is not one of the benefits identified in the HR manual.

The College of Forestry recognizes that many emeritus faculty continue to provide a range of beneficial services to the college and university, including teaching, research, and mentoring students. As such, it is appropriate that these faculty retain use of their university provided email account. Accordingly, it is COF policy that emeritus faculty may retain use of their OSU email accounts, and that this use will be renewed annually upon recommendation of a Department Head and approval by the Dean. (OSU email accounts are not provided to retired faculty who have not been granted emeritus status.)

Like all faculty, emeritus faculty must comply with the University’s policy on “Acceptable Use of University Computing Resources” (revised 5/3/12), which stipulates that use of computing resources, including email accounts, is subject to “generally accepted tenets of legal and ethical behavior within the University community.” This requires compliance with all university rules and policies, including those on academic freedom, which state that users must avoid “any action which purports to commit the institution to a position on any issue without appropriate approval.”

Because the term “emeritus” is not commonly understood, emeritus faculty who continue to use OSU email accounts will be required to add the parenthetical term “retired” to their signature line (e.g., “Professor Emeritus (retired)” in all electronic and written communication.

**Approval:**

01/16/15

---

Thomas Maness, Cheryl Ramberg-Ford and Allyn C. Ford Dean

Date