

NORTHEAST COMMUNITY COLLEGE
ADMINISTRATIVE PROCEDURE NUMBER: AP-7030.0
FOR POLICY NUMBER: BP – 7030
EMERITUS CLASSIFICATION PROCEDURES

1. PROCEDURE SUMMARY STATEMENT

To establish procedures for awarding the emeritus classification.

2. DEFINITIONS

2.1 Emeritus classification - A status awarded to retired faculty and staff in recognition of their service to the College.

3. PROCEDURE

3.1 General

3.1.1 To maintain a continued professional relationship between retired faculty and staff members and the College for the advancement of the institution in serving students and area citizens to such a degree as his/her health and strength permit.

3.1.2 Appointment:

3.1.2.1 The rank is accorded to members who have provided meritorious service to the College and completed a minimum of 15 years of service at the College. Exception to this term of service may be made by the Board of Governors upon the recommendation of the President.

3.1.2.2 The Awards Work Group will solicit applications for Emeritus Status.

3.1.2.3 The application for an emeritus appointment should be initiated by the division in which the candidate held his/her full-time appointment and approved by the immediate supervisor (if available), the appropriate vice president, the President, and the Board of Governors.

3.1.2.4 The recommending appropriate vice president and the immediate supervisor (if available) shall compile a set of supportive credentials to be submitted with the application. These credentials must include the following:

3.1.2.4.1 Documentation that the minimum years of service has been fulfilled.

- 3.1.2.4.2 A resume for the candidate's service to education, especially highlighting time at the College.
 - 3.1.2.4.3 Letters of recommendation from at least three (3) individuals including full-time and/or adjunct staff and/or an individual within the College who is professionally acquainted with the candidate.
- 3.1.2.5 Privileges available to individuals with emeritus classification:
- 3.1.2.5.1 Listed in the College Catalog.
 - 3.1.2.5.2 Business Cards (Emeritus).
 - 3.1.2.5.3 Emeritus I.D. Card
 - 3.1.2.5.4 Tuition remission for individual.
 - 3.1.2.5.5 Faculty and staff privileges for use of recreational facilities.
 - 3.1.2.5.6 Faculty and staff privileges for College sponsored cultural and athletic activities.
 - 3.1.2.5.7 Faculty and staff library privileges.
 - 3.1.2.5.8 Use of College facilities for college-approved activities.
 - 3.1.2.5.9 Participation in college-wide activities (e.g. holiday luncheons, awards, commencement).
 - 3.1.2.5.10 If any of the above privileges should cease to be privileges for faculty and staff, then they will cease to be privileges for those with emeritus standing as well. In addition, new privileges may be added.
- 3.1.2.6 In accepting the rank of emeritus the individual shall provide continued support of the College as follows:
- 3.1.2.6.1 Encourage continuing involvement in the academic and professional activities of the College that may include program development, student advisement, and part-time teaching as requested by the appropriate vice president and/or the President.

3.1.2.6.2 Represent the College at state events and local community activities as requested by the vice president and/or the President.

3.1.2.7 The College Board of Governors, upon the recommendation of the President, may rescind any rank or privileges should it be necessary to do so.

4. APPLICABILITY

N/A

ISSUE DATE: 07/01/2014

EFFECTIVE DATE: 07/01/2014

REVISION DATE(S): 11/14/1974 (item #0722 – Code 4110.02a); 05/12/1974 (item #6840); 04/11/1996 (item #7551); 03/13/1997 (item #7957); 06/10/1999 (item #8527); 04/16/2009 (item #10426); 07/01/2014

PRIOR POLICY/PROCEDURE NUMBER: 4122.a

SCHEDULE FOR REVIEW: 2018

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: none

PROCEDURE KEY WORDS: emeritus