

# **Emeritus Status for Retired Faculty and Administrative Officers**

## **Procedure and Criteria**

**Revised June 2017**

This procedure is intended to recognize the distinguished contributions of certain individuals upon retirement. Emeritus Faculty and Emeritus Administrative Officer status is an honor bestowed for distinguished institutional service.

### **Eligibility:**

1. Any full-time faculty member who retires with a minimum of ten years of full-time service and the rank of Professor with West Virginia Northern Community College shall be eligible for designation as Emeritus Faculty, with appropriate rank or title.

Retiring faculty members with less than ten (10) years of full-time service with the College may be considered for such an honor on an individual basis and be accorded the rank of Emeritus Faculty.

2. Any full-time administrative officer who retires with a minimum of ten (10) years of continuous service with the College and has held the title of President, Vice President or Dean with West Virginia Northern Community shall be eligible for designation as Emeritus Administrative Officer.

### **Faculty:**

1. Upon retirement, a faculty member may be nominated for emeritus status by a current full-time faculty member, within one year of retirement. To ensure all eligible candidates are considered, in August of each year, the Chief Human Resources Officer or designee will provide the President of Faculty Assembly a list of faculty who have retired within the previous year along with the years of service with the College. A current faculty member shall submit a completed nomination form to the Vice President of Academic Affairs. The Vice President of Academic Affairs shall then activate an ad hoc committee on emeritus status, established by the Faculty Assembly for such purpose. The ad hoc committee shall be established each fall as part of the regular Faculty Assembly Committee process and shall be comprised of a representative from each academic division.
2. The nomination form shall specifically address (with examples) the following criteria which shall be used in the selection process.

#### **Criteria:**

- a. Long-term record of professional excellence
  - b. Leadership roles at the College
  - c. Classroom teaching performance
  - d. Meritorious professional growth and development
  - e. Other significant contributions to College programs or initiatives.
3. The ad hoc committee shall select a chair and shall review the nomination materials provided. A written recommendation shall be provided by the ad hoc committee chair to the Vice President of Academic Affairs within two weeks of committee activation.

4. When the faculty member has been recommended for emeritus status, the Vice President of Academic Affairs will prepare a memorandum to the President, summarizing the faculty member's contributions to the College. The Vice President of Academic Affairs may gain the input and perspective of appropriate individuals, including colleagues in the preparation of this memorandum.

**Administrative Officer:**

1. Upon retirement, an administrative officer member may be nominated for emeritus status by a current full-time employee, within one year of retirement. The current employee shall submit a completed nomination form to the Chief Human Resources Officer. The Chief Human Resources Officer shall then activate an ad hoc committee on emeritus status. The ad hoc committee shall be comprised of a two (2) representatives from faculty, two (2) representatives from staff and two (2) representatives from non-classified.
2. The nomination form shall specifically address (with examples) the following criteria which shall be used in the selection process.

Criteria:

- a. Long-term record of professional excellence
  - b. Leadership roles at the College
  - c. Meritorious professional growth and development
  - d. Other significant contributions to College programs or initiatives.
3. The ad hoc committee shall select a chair and shall review the nomination materials provided. A written recommendation shall be provided by the ad hoc committee chair to the Chief Human Resources officer within two weeks of committee activation.
  4. When the administrative officer has been recommended for emeritus status, the Chief Human Resources Officer will prepare a memorandum to the President, summarizing the administrative officer's contributions to the College. The Chief Human Resources Officer may gain the input and perspective of appropriate individuals, including colleagues in the preparation of the memorandum.

The President shall make all final decisions on emeritus status and coordinate all communication regarding the decision.

**Possible Emeritus Status Benefits:**

All emeritus status employees shall be listed in the College Catalog and be given such other recognition and honors as may be appropriate to person of this rank, as determined by the President. Examples may include other recognition and privileges or invitations to participate in College events and access to library resources.