

## 4.8.1 Emeritus Status Procedure

**Policy:** Minnesota State Colleges and Universities Board Policy, 4.8, Part 2, authorizes institutions to confer emeritus status upon a faculty member who is retiring from employment with the system. The designation of Faculty Emeritus may be conferred upon selected faculty according to the procedure defined below. The purposes of conferring Faculty Emeritus status are to:

- Recognize substantial employment service at Central Lakes College for those faculty who have performed duties in teaching, scholarship, student development, and/or service to students or faculty,
- Recognize faculty who have contributed to the overall well-being and improvement of Central Lakes College through service on committees, service to students as advisors or through co-curricular activities, and/or through leadership and service to the communities the college serves,
- Encourage conscientious performance, leadership and service for all faculty at Central Lakes College by having persons who have achieved Faculty Emeritus status, and
- Recognize faculty who have demonstrated overall commendable and praiseworthy performance while an employee of Central Lakes College.

**Procedure:**

A. Eligibility

To be eligible for Faculty Emeritus status, the retired or retiring faculty member must satisfy the following criteria. Written documentation of having satisfied the criteria must be presented in the nomination materials.

- Employed as a full-time unlimited faculty member at Central Lakes College for at least eight academic years, or the equivalent thereof, either in consecutive or interrupted employment and is immediately eligible to receive an annuity from a state retirement plan.
- Performed any of the following duties: teaching, scholarship, student development, or other faculty employment service to students or other faculty while at Central Lakes College.
- Distinguished service to students, faculty, staff, and/or the college through advising, committee work, program development, co-curricular activities, and/or leadership and service to communities.
- Demonstrated overall commendable and praiseworthy performance as an employee of Central Lakes College.
- Filed all materials to officially retire from full-time employment from CLC, or has already retired from full-time employment from CLC.

B. Nominations for Faculty Emeritus

No later than March 15 of each year, the Vice President of Academic Affairs will determine nominees for Faculty Emeritus status based on the eligibility criteria stated in this procedure. Prior to making recommendations to the President, the Vice President will seek advice about the nominees from the leadership of the Central Lakes College MSCF. The MSCF will advise the Vice President no later than April 1. By April 10, the Vice President will act to recommend persons to the college president for approval or disapproval.

C. Approval of Faculty Emeritus Status and Presentation of Status -

On or before April 15 of each year, the college president will determine faculty who will receive Faculty Emeritus status. Normally, the status will be presented during an awards ceremony each year.

D. Awards and Benefits to Faculty Emeritus

Faculty who receive the status of Faculty Emeritus normally will receive the following recognition awards, although changes may be instituted by the Vice President of Academic Affairs at his/her discretion:

- A commemorative plaque stating the name of the award and years of service.
- Her/his name included on a commemorative plaque, stating the names of all Faculty Emeritus recipients.
- The person will be listed in the college catalog as having received Faculty Emeritus status
- Possible use of college space and equipment for scholarly or educational activities relating to the college and/or higher education. Each Faculty Emeritus would need to request this opportunity in writing to the Vice President of Academic Affairs. Approval would be given based on factors such as, but not limited to: space availability, activities relating to the college or MnSCU, expenses involved, and other conditions that the Vice President of Academic Affairs may wish to specify. Approval or disapproval will be the responsibility of the Vice President who will make judgments based on each individual case.

E. Responsibility of Faculty with Emeritus Status

Faculty that have been granted Emeritus Status and who utilize college facilities, equipment, services, or materials are responsible for compliance with state statutes affecting state employees, policies and procedures of MnSCU and Central Lakes College, and any other regulations or directives of the Vice President of Academic Affairs or President. Persons who violate such statutes, policies, procedures, or approved regulations or directives will be subject to sanctions, including revocation of privileges awarded under the Central Lakes College Policy and Procedure relative to Faculty Emeritus status.

F. Responsibility for Procedure

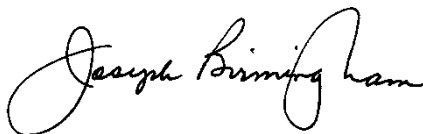
The Vice President of Academic and Student Affairs will be responsible for management of this procedure, including making interpretive decisions relative thereto. Substantive changes require more extensive review through the college governance process.

Date of policy creation: November 2003

Author: Ted Spring

Date of Implementation: March 2004

Signature of College President: \_\_\_\_\_



Date: 03/01/2004

**FACULTY EMERITUS  
NOMINATION FORM**

Candidate Name: \_\_\_\_\_

Person Nominating Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

**Eligibility**

To be eligible for Faculty Emeritus status, the retired or retiring faculty member must satisfy the following criteria. Written documentation of having satisfied the criteria must be presented in the nomination materials.

Employed as a full-time unlimited faculty member at Central Lakes College for at least eight academic years, or the equivalent thereof, either in consecutive or interrupted employment and is immediately eligible to receive an annuity from a state retirement plan.

- Years of Employment: \_\_\_\_\_
- Position(s) Held: \_\_\_\_\_
- Documentation: \_\_\_\_\_  
(These can be documented through the Personnel Office)

1. Performed any of the following duties: teaching, scholarship, student development, or other faculty employment service to students or other faculty while at Central Lakes College.

2. Duties Performed: \_\_\_\_\_

Documentation: \_\_\_\_\_  
(This can be documented through the Personnel Office)

3. Distinguished service to students, faculty, staff, and/or the college through advising, committee work, program development, co-curricular activities, and/or leadership and service to communities.

Documentation: \_\_\_\_\_  
(Example: Letter of Recommendation from Supervisor)

4. Demonstrated overall commendable and praiseworthy performance as an employee of Central Lakes College.

Documentation: \_\_\_\_\_  
(Example: Letter of Recommendation from Supervisor)

5. Filed all materials to officially retire from full-time employment from CLC, or has already retired from full-time employment from CLC.

Documentation: \_\_\_\_\_  
(This can be documented through the Personnel Office)

Please submit completed form to the Vice President of Academic & Student Affairs.