

4.8.1 Faculty 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 granted to 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 fulfilled the requirements 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 retire from full-time employment from CLC officially, 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. Before 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 by April 1. By April 10, the Vice President will submit recommendations 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 which faculty members will receive Faculty Emeritus status. Typically, the status is presented during an annual awards ceremony.

D. Awards and Benefits to Faculty Emeritus

Faculty who receive the status of Faculty Emeritus normally will receive the following recognition awards, although the Vice President of Academic Affairs may institute changes at their discretion:

- Their names are included on a commemorative plaque listing all Faculty Emeritus recipients.
- 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 related to the college or MinnState, expenses involved, and other conditions specified by the Vice President of Academic Affairs. Approval or disapproval will be the responsibility of the Vice President, who will make judgments based on each case.

E. Responsibility of Faculty with Emeritus Status

Faculty who 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 MinnState 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 managing this procedure, including making interpretive decisions related thereto. Substantive changes necessitate a more thorough review through the college governance process.

Date of Implementation/Presidential Approval: 3/1/2004

Date of last review: 7/31/2025

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 fulfilled the requirements 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. (These can be documented through the Personnel Office)

- Years of Employment: _____
- Position(s) Held: _____
- Documentation: _____

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 retire from full-time employment from CLC officially, or has already retired from full-time employment from CLC.

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

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