



*Changing Lives...Building Communities*

**Title of Policy:** Emeritus Designation Policy

**Applies to (check all that apply):**

Faculty\_\_\_ Administrators \_\_\_ Staff\_\_\_ Students\_\_\_

Division/Department\_\_\_ College X

**Topic/Issue:**

Revise the Faculty Emeritus Policy to include the entire College.

**Background to Issue/Rationale for Policy or Procedure:**

**(For procedures, cite appropriate approved College Policy addressed)**

To honor distinguished faculty and administrators who gave highly meritorious service, in recognition of their scholarly and professional contributions before retirement from the College.

**State/Federal Regulatory Requirements (cite if applicable):**

None

**Policy Language:**

It is the policy of Baltimore City Community College to award emeritus status to deserving candidates recommended by the President of the College and approved by the Board of Trustees. The College seeks to honor distinguished faculty and administrators who gave highly meritorious service to the College, in recognition of their scholarly and/or professional contributions before retirement from the College. The emeritus title may be awarded to retiring faculty, president, vice president for academic affairs, and academic and non-academic administrators of the College at the rank of dean or higher for meritorious achievements and service. Emeritus status is the highest accolade the College can bestow on an individual who has retired from the College. It is given to honor an individual who has demonstrated exceptional commitment and contributions to the College in his or her role within the institution, exemplifying the highest standards of personal and professional integrity, civic responsibility, vision and leadership.

The criteria for awarding the rank of Professor Emeritus to retired faculty shall be:

- Recommendations by four (4) other faculty or professional/administrative staff including two (2) from nominee's department documenting excellence in teaching and outstanding college and/or community service.
- Ten or more years of service to BCCC (or its predecessor institutions)
- Retirement from the College
- Nomination of candidate within 3 years of his/her retirement (this requirement may be waived for faculty who retired between 1985 and 1994, when no emeritus professor status was granted).

The criteria for awarding President Emeritus, Vice President Emeritus or Dean Emeritus status to retired administrators shall be:

- Nominations or recommendations by four (4) or more colleagues or peers, including two (2) from the nominee's branch documenting excellence in service to the College.
- Recommendations for emeritus status must include a description of the administrator's contributions to the College, during her or his career in one or more of the following areas: college and community service, leadership and the fulfillment of professional responsibilities.
- Ten or more years of service to Baltimore City Community College (BCCC) or its predecessor institutions, or as otherwise determined by the Board of Trustees
- Retirement from the College
- Significant achievement as a leader at Baltimore City Community College

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The principles enumerated in this section are in part derived from: Baltimore City Community College Board of Trustees Professor Emeritus Policy approved April 19, 1995.

**Approved by the Board of Trustees:** April 19, 1995

**Amended by the Board of Trustees:** October 19, 2007

**Originator/Division:** President's Office

**Reformatted:** August 4, 2008