

Baltimore City Community College



Changing Lives...Building Communities

Date: August 1, 2007

Title of Proposed Procedures: Emeritus Designation

Applies to (check all that apply):

Faculty _____ Staff _____ Students _____
Division/Department _____ College X

Topic/Issue:

To honor retiring faculty and staff with designation of emeritus.

Background to Issue/Rationale for Procedure:

(Cite appropriate approved College Policy addressed)

Emeritus Designation Policy

State/Federal Regulatory Requirements (cite if applicable):

N/A

Proposed Procedural Language:

Process for Faculty

- Nomination to Faculty Senate Executive Committee by President, Vice President, Academic Dean, Department Chair, or Faculty member (by December 1 of an academic year). (Official nomination form obtained from the Office of the Vice President of Academic Affairs Office should be used.)
- Senate Executive Committee (as committee of the whole) reviews nominations and votes to endorse or not endorse each nomination. (By February 1 of an academic year).

- Faculty Senate endorses recommended candidates by majority vote of those in attendance at an advertised meeting. (By March 1) The recommendation of the Faculty Senate is forwarded to the Vice President of Academic Affairs within a week.
- The Vice President of Academic Affairs endorses the recommendation, after review, (by March 15) and forwards the recommendation to the President.
- The President endorses recommendation for Professor Emeritus and makes recommendation to the Board of Trustees for their consideration, no later than the April meeting of the Board.
- Rank of Professor Emeritus will be conferred at the next commencement, convocation or special event, following Board approval.

Process for Administrators

- Colleagues and peers of the retiring administrator may nominate or recommend the administrator for emeriti designation as President Emeritus, Vice President Emeritus, Dean Emeritus or other senior level non-academic administrator.
- The nomination or recommendation must be submitted to the administrator's immediate supervisor who will in turn make a recommendation to the branch vice president.
- The branch vice president will make a recommendation to the President.
- Recommendations may also be initiated by the President and approved with the concurrence of the President's Staff. Based on documentation, if the president deems the administrator eligible, he/she will bring the recommendation to the Board of Trustees for final approval.
- The Board of Trustees recommends and approves emeritus status for retiring Presidents.
- Recommendations are due to the Board of Trustees for approval no later than the April Board Meeting (or two months prior to the award).
- Rank of Emeritus will be conferred at the next commencement, convocation or special event following Board approval.

Privileges (Benefits)

- A Board resolution naming and honoring the individual as Faculty/Administrator Emeriti; Privilege to use title
- Listing in the College Catalog
- Library privileges; Admission pass to athletic events
- Lifetime membership in Faculty Senate (faculty only)
- Full participation in College commencements and convocations
- A lapel pin that signifies the status of Emeritus

(The Professor Emeritus Policy approved by the Board of Trustees on April 19, 1995 has been incorporated into this Emeritus Status Policy)

Proposed Implementation Date: October 19, 2007

Originator/Division: President's Office

Reformatted: August 4, 2008