

# **NORTHEAST COMMUNITY COLLEGE**

## **ADMINISTRATIVE PROCEDURE NUMBER: AP-3060.2**

### **FOR POLICY NUMBER: BP – 3060**

#### **EMERITUS CLASSIFICATION**

## **1. PROCEDURE SUMMARY STATEMENT**

To establish awarding the emeritus classification.

## **2. DEFINITIONS**

- 2.1 Emeritus classification – a status awarded to retired full or part-time faculty and staff in recognition of their meritorious service to the College.
- 2.2 Retiree – a full or part-time employee who has been employed by the College for a minimum of fifteen (15) consecutive years, has decided to end their work assignment, is of retirement age (minimum of fifty-five (55) years of age) and is in good employment standing at time of departure. Consideration of a future work assignment, either internal or external to the College, does not factor into the retiree status in so far as the other factors described above are met.

## **3. PROCEDURE**

### **3.1 General**

3.1.1 To maintain a continued professional relationship between retired faculty and staff members and the College for the advancement of the institution in serving students and area citizens.

### **3.1.2 Appointment**

3.1.2.1 The rank is accorded to members who have provided meritorious service to the College and completed a minimum of fifteen (15) years of service at the College. Exception to this term of service may be made by the Board of Governors upon the recommendation of the President.

3.1.2.2 The Human Resources Office will solicit nominations for Emeritus Status annually at the beginning of the Spring semester.

3.1.2.3 The employee making a nomination for emeritus appointment(s) should complete the nomination form sent out by the Human Resources Office during the solicitation period. The completed form should be submitted to the Human Resources Office by the deadline date provided.

- 3.1.2.4 The minimum criteria for consideration to receive the honorary rank of emeritus are as follows:
- 3.1.2.4.1 A minimum of fifteen (15) years of service at the college;
  - 3.1.2.4.2 A written summary or record(s) validating the excellent service in one's field of specialization, as well as, positive moral and ethical behavior inside and outside of the College.
- 3.1.2.5 Any emeritus appointment(s) will be reviewed by the Human Resources Standing Committee. Once the Committee confirms that the nominee(s) have met the minimum requirements they will make a recommendation to the President for review and approval. The Board of Governors will also approve the final selection.
- 3.1.2.6 Honoring the emeritus appointment(s) will be conducted at the next scheduled retirement reception, or other applicable event determined by the Human Resources Office.
- 3.1.2.7 Once bestowed, privileges available to individuals with emeritus classification outside of regular retiree benefits, include as follows:
- 3.1.2.7.1 Name listed in the College Catalog
  - 3.1.2.7.2 Emeritus I.D. Card
  - 3.1.2.7.3 Recognition of a certificate or plaque at a designated College reception
  - 3.1.2.7.4 Name added to Emeriti Wall Plaque at the College
  - 3.1.2.7.5 If any of the above privileges should cease to be privileges for faculty and staff, then they will cease to be privileges for those with emeritus standing as well. In addition, new privileges may be added
- 3.1.2.8 In accepting the rank of emeritus the individual shall provide continued support of the College as follows:
- 3.1.2.8.1 Encourage continuing involvement in the academic and professional activities of the College that may include program development, student advisement, and part-time teaching as requested by the Divisional Vice President, or the President.

3.1.2.8.2 Represent the College at state events and local community activities as requested by the Divisional Vice President, or the President.

3.1.2.9 The College Board of Governors, upon the recommendation of the President, may rescind any rank or privileges should it be necessary to do so.

#### 4. APPLICABILITY

N/A

**ISSUE DATE:** 01/06/2021

**EFFECTIVE DATE:** 01/06/2021

**REVISION DATE(S):** 11/14/1974 (item #0722 – Code 4110.02a); 05/12/1974 (item #6840); 04/11/1996 (item #7551); 03/13/1997 (item #7957); 06/10/1999 (item #8527); 04/16/2009 (item #10426); 07/01/2014; 01/06/2021

**PRIOR POLICY/PROCEDURE NUMBER:** 4122.a; AP-7030.0

**SCHEDULE FOR REVIEW:** 2026

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Human Resources

**SPONSORING DIVISION/DEPARTMENT:** Human Resources

**RELATED PROCEDURES/ REFERENCE:** AP-3060.1

**PROCEDURE KEY WORDS:** emeritus