Procedure for Emeritus Honor
October, 2019

Full-time faculty may nominate their peers for the honor of the Emeritus title. The information below describes who is eligible for this honor, the selection standards, the selection process and the announcement process. (Per Section XIV.F of the labor agreement between the College and the MCCEA.)

Eligibility
Faculty who retire from the College after twenty-five (25) consecutive years of service as a full-time employee are eligible to be nominated.

Faculty who retire with continuous College employment which includes twenty-five years as a full-time employee described in Section A of Article 1 of the Faculty Collective Bargaining Agreement are also eligible for Emeritus consideration; this enables, by way of example, faculty who have interrupted their teaching career to support the College by serving as interim administrators, to maintain eligibility for Emeritus consideration.

If a retired Full-time faculty member has fewer than twenty-five (25) years of consecutive full-time service, but was a Part-time/Adjunct faculty member before becoming Full-time, then the total number of part-time/adjunct contact hours taught in their division, divided by Full-time load per year for that division, shall count toward the total years of experience.

Selection Standards
The Emeritus title will be awarded only to those few long-serving full-time faculty whose performance and contribution to the College are mutually recognized by Management and the Union to be most outstanding over a sustained period of time. In determining the most outstanding faculty, the selection committee will consider the following factors and other relevant criteria:

- Demonstrated student-centered approach, both in and outside the classroom
- Record of strong participation in college-wide activities, including, but not limited to, committee participation
- Contribution to curriculum development
- Interpersonal effectiveness in working with faculty, staff, and administration
- Excellent performance record

Solicitation of Nominations
HR will remind full-time faculty of the nomination process via e-mail each April 1 and October 1.

Selection Process
1. Nominations must originate from a full-time faculty member with the approval of the retiring faculty member. When nominating a peer, it is recommended that you prepare a letter of nomination addressing the standards above.
2. Nominations must be approved by either the nominated employee’s immediate supervisor or Vice President.
3. Nominations are processed once each year and must be submitted to the Executive Assistant to the AVP – HR no later than close of business on November 1.
4. A committee composed of two faculty selected by the Union and two Management representatives will review nominations for consideration of Emeritus title. Faculty will be awarded the Emeritus Professor title only upon the majority approval of all four committee members.
5. The AVP-HR will coordinate and facilitate the work of the Emeritus Committee.
6. The committee will meet to review nominations by December 1.

**Announcement of Emeritus Faculty**

1. The Office of the Vice President – Academic Affairs will send letters informing faculty members of their selection for the Emeritus honor.
   a. Letter will include an invitation to attend a Board of Trustees meeting at the earliest convenience of the recipient. Honorees will be announced in the Special Presentations slot. Scheduling of the attendance at the Board meeting will be arranged by the Office of the Vice President – Academic Affairs
2. The Office of the Vice President – Academic Affairs will announce Emeritus selections at a Faculty meeting during the Winter semester.
3. The Office of the Vice President – Academic Affairs will generate the Employee Transaction Forms for Emeritus honorees (copy of letter to recipients should be attached to the form when submitted to HR).
5. HR will post the updated Emeritus list to the HR website in January.
6. HR will track retirees with Emeritus status on the annual turnover report saved on the K:\Reports\04 – Annual\Turnover\Retirees.xls.