

P O L I C I E S A N D P R O C E D U R E S

Policy #

Reference #

Adopted:

Date Approved:

Employees

Covered: The employees covered by this policy are those employees holding academic rank.

Definitions:

Policy: Emeritus or Emerita status is conveyed by action of the Board of Trustees to selected retiring faculty at the rank of Associate Professor or above, tenured with at least 10 years of service, who are in good standing with the College at the time of their retirement. It is awarded upon the recommendation of the President after consultation with the Provost and Executive Vice President. The latter will have consulted with the appropriate Dean and program faculty.

Procedure #

References:

1.0 Emeritus Status

1.1 Emeritus or Emerita status is conveyed by action of the Board of Trustees to selected retiring faculty at the rank of Associate Professor or above, tenured with at least 10 years of service, who are in good standing with the College at the time of their retirement. It is awarded upon the recommendation of the President after consultation with the Provost and Executive Vice President. The latter will have consulted with the appropriate Dean and program faculty.

1.2 The titles used for the retiring faculty will be Professor Emeritus or Professor Emerita.

2.0 Privileges of Faculty Emeritus and Emerita

2.1 Emeritus and Emerita faculty retain the privileges of all retired faculty listed below, plus are welcome to robe and march with the faculty on any of the college's ceremonial

occasions when other faculty robe and march. They will be listed as Professors Emeriti or Emeritae in the *College Bulletin(s)*.

3.0 Privileges of Retired Faculty

3.1 Computer and Telecommunication Services: Computer accounts and web-pages will be kept open at the faculty member's request; they may continue to use open computer labs and software when those labs are available; a voice-mailbox will be set up if the faculty member wishes to make those arrangements.

3.2 Library: Continuation of full library privileges, including interlibrary loan; if the faculty member has a computer account (see above) then she or he will have remote access to all of the library's electronic resources.

3.3 Off-campus and internal mail: Mail addressed to retired faculty will be forwarded to the faculty member's home by the division, if the faculty member has made such arrangements. Otherwise such mail will be retained in the divisional office until one year after the faculty member's retirement, and then disposed of by the College.

3.4 PAC: The faculty discount will be provided if it is requested.

3.5 Sports and Recreation Center: Faculty privileges continue.

3.6 College Vendors (Bookstore, Dining Halls, etc.): may extend privilege to retired faculty as well as to current faculty. They should be contacted directly for their individual policies.

3.7 Faculty offices: The College will provide shared office space to retired faculty members if such space is available on campus. Faculty should apply for such office space annually, in March, to their Divisional Deans. Such office space will be available for a period of up to one academic year; the faculty member must request office space annually. Priority for any space that may be available will be given to retired faculty members who are serving as adjuncts in any given term.

3.8 Other: There may be additional privileges granted that pertain to the intellectual interests of the faculty member. These will be negotiated with the Dean and provost prior to any resignation or agreement to resign.

4.0 PROCEDURE FOR NAMING EMERITUS/EMERITA FACULTY

4.1 After consultation with the program, the relevant divisional Dean will make a written recommendation to the Provost concerning Emeritus/Emerita status. The Provost may consult with Deans Council for advice on her/his recommendation. The Provost makes a subsequent recommendation to the President, who, if he or she agrees to the conferring of the status, will make the recommendation to the Board.

4.2 If awarded, this action conferring Emeritus/Emerita status is taken by the Board concurrently with accepting the retiring faculty member's resignation from tenure, but the status does not take effect until the faculty member leaves full or half-time service to the College. He or she may teach as an adjunct with the new status.