

Title: Granting of Professor Emeritus/Emerita Status

- Initial Action: 3/27/97
- Board Resolution: 97-025, 21-003
- Last Revised 3/27/97
 - Policy 12/2/2020
 - Procedure: 12/2/2020
- Last Reviewed: November 24, 2020
- Effective: January 28, 2021
- Next Review: Fall 2023
- Responsibility: Academic Programs

Policy:

Upon the recommendation of the President of the College, the Board of Trustees may grant emeritus/emera status to any retired full-time member of the Division of Academic Programs who has met the following criteria:

1. A minimum of 15 years of full-time service at Cecil College, with at least 10 of those years in a full-time teaching capacity. Part-time teaching at Cecil may count toward the minimum 15 years of service using the following equivalency: 30 teaching credits = 1 year of full-time. A maximum of five years may be accumulated through part-time teaching.
2. Attainment of the rank of Assistant Professor, Associate Professor, or Professor at Cecil College.
3. Consistent fulfillment of the College's mission and goals beyond normal contractual expectations. This superior performance should include the following:
 - a. Excellence in teaching. Student, supervisory, and/or peer evaluations should be used to determine excellence in teaching.
 - b. Professional growth. Examples of such growth might include innovative teaching techniques, publications, creation of educational materials for use by students and/or faculty, program and/or course development.
 - c. College service. Examples of such service might include active involvement in College governance, student activities, cultural activities, faculty development and mentoring, and departmental and/or divisional leadership.

Another factor that may be considered is community involvement that reflects favorably upon the College.

Procedure:

Academic Senate and Faculty Affairs Committee will review and provide feedback on this policy and procedure every three years or as needed.

1. Any member of the College community may nominate a retiring colleague for professor emeritus/emerita status by making the request in writing to the Faculty Affairs Committee within two years of the retirement of the faculty member.
2. The Faculty Affairs Committee shall request from Human Resources a summary of supporting evidence as listed under the Policy: excellence in teaching, professional growth, and college service. The Faculty Affairs Committee will request recommendations from appropriate administrators, department chairs, and other members of the college community.
3. After reviewing the summary of supporting evidence from Human Resources and any other recommendations and relevant information, the Faculty Affairs Committee shall forward its recommendation to the Academic Senate.
4. Upon receiving the recommendation of the Faculty Affairs Committee, the Academic Senate shall vote on the recommendation. The Academic Senate may vote to override the recommendation by the Faculty Affairs Committee.
5. If the Senate votes to recommend the nominee, his or her name, along with supporting supplemental information, will be sent to the President of the College to consider the granting of emeritus/emerita status.
6. If the President of the College confirms the nominee, the President of the Academic Senate shall contact the nominee and ask if he/she wants the nomination to be forwarded to the Board of Trustees.
7. If the nominee is in agreement, his or her name will be forwarded to the Board of Trustees by the President for final action.

Privileges Related to the Emeritus/Emerita Status:

The following privileges related to emeritus/emerita status obtain:

1. Listing in the College Catalogue as Professor Emeritus or Professor Emerita;
2. Listing with the faculty in all appropriate Departmental, Divisional, campus, and home directories;
3. Listing on a wall plaque in honor of emeritus/emerita status in a visible place on campus, such as the Learning Resource Center or the Milburn Stone Memorial Theatre;
4. Invitation to participate in all convocations and formal exercises, including graduation privileges;
5. Maintaining access to college resources, such as email and privileges to library and fitness center;
6. 2 complimentary theater tickets per season to use at the Milburn Stone Theater for the show of their choice.