

Title: Granting of Professor Emeritus/Emerita Status

- ☐ Initial Action: 3/27/97
- ☐ Board Resolution: 97-025, 21-003, 24-026
- ☐ Last Revised 3/27/97
 - ☐ Policy April 3, 2024
 - ☐ Procedure: April 3, 2024
- ☐ Last Reviewed: April 3, 2024
- ☐ Effective: January 28, 2021
- ☐ Next Review: April 2027
- ☐ Responsibility: Academic Programs

Policy:

Upon the recommendation of the President of the College, the Board of Trustees may grant emeritus/emmerita 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 the College 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.

College service. Examples of such service might include active involvement in College governance, student activities, cultural activities, faculty development and mentoring, departmental and/or divisional leadership, and/or community involvement that reflects favorably upon the College.

Procedure:

The Academic Senate and the 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/emmerita 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 and/or the immediate supervisor 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, their 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 they want the nomination to be forwarded to the Board of Trustees.
7. If the nominee is in agreement, their name will be forwarded to the Board of Trustees by the President for final action.
8. If a person who has been granted Emeritus status commits an egregious act that is counter to the College's mission and values, the Academic Senate can request that the College President revoke that status.

Privileges Related to the Emeritus/Emerita Status:

The following privileges related to emeritus/emerita status obtain:

1. Listing in the College Catalog as Professor Emeritus or Professor Emerita;
2. Listing with the faculty in all appropriate Departmental, Divisional, campus, home directories and use of Cecil email address.
3. Invitation to participate in all convocations and formal exercises, including graduation privileges;
4. Maintaining access and privileges to the library and fitness center.
5. Two complimentary theater tickets per season to use at the Milburn Stone Theater for the show(s) of their choice.