



Procedure Number:	AS 210
Procedure Title:	Emeritus Status
Relevant Board Policy:	D.4
Relevant SACSCOC Principle:	N/A
Originating Unit:	Vice President for Academic Success
Maintenance Unit:	Vice President for Academic Success
Contact for Interpretation:	Vice President for Academic Success

I. Emeritus Status

As allowed by Board of Trustees Policy D.4, Recognitions and Awards (Emeritus Status), the College may request that the Board of Trustees bestow the honor of “Emeritus/a” status upon retiring members of the faculty provided that they satisfy certain service requirements and meritorious distinctions.

1. Purpose: To provide a process for application and College approval for retiring full-time faculty members to receive Emeritus status.

2. Summary Description: Emeritus faculty distinction is conferred on retiring or retired full-time faculty members who have a distinguished record of achievement and sustained service to the College and the academic discipline. This prestigious status recognizes faculty who have excelled in the areas of teaching and service throughout their careers at the College.

Emeritus status is awarded through a process that is initiated by the faculty member’s department peers and is subsequently approved by the department Chair, appropriate Dean and Vice President, the College President, the Chancellor, and the Board of Trustees.

3. Criteria for eligibility: Emeritus status is an earned distinction and should not

be considered an automatic action upon retirement (Emeritus status is an honor and may be rescinded at any time by the Board of Trustees). A faculty member must have an honorable and distinguished record of service at the College. Criteria for recommending emeritus status on behalf of the retiring faculty member are as follows:

- a. Full-time status as a member of the Northeast Lakeview College faculty for a minimum of five years.
- b. Exemplary teaching exceeding expectations for good performance throughout the career of the faculty member.
- c. Service to the Division, College, and District consistently exceeding expectations for good performance throughout the career of the faculty member. Professional development exceeding expectations for good performance throughout the career of the faculty member.
- d. Positive contributions to the faculty member's academic discipline(s).

4. Benefits: Benefits of faculty Emeritus status include (Benefits of Emeritus status are not contractual. Any and all benefits are provided to the extent that the College has the authority to provide them and are liable to change at any time by the College or the Board of Trustees, without advance notice to or approval by the faculty member with Emeritus status):

- a. Continued and free access to a College e-mail account
- b. Free access to the Northeast Lakeview College facilities, including full borrowing privileges through the library
- c. Standing invitation to academic events and ceremonies, including participation in the faculty processional at Commencement
- d. Standing invitation as a non-voting participant to all faculty meetings

II. Appointment Process for Faculty Emeritus Status

1. The process is initiated by the faculty member's colleagues in his/her discipline area. A summary narrative justifying Emeritus status is to be composed and an application cover form with a Resolution drafted (appended); these items are to be submitted to the Division Chair as documentation to accompany a cover letter requesting the bestowal of Emeritus status. A request for Emeritus status can be initiated only after official notification to retire (In accordance with Board of Trustees Policy D.10.4, retirement shall mean that the employee has met service, age, and other applicable requirements for retirement under the Teacher Retirement System of Texas, whether or not the employee is a member of the Teacher Retirement System) has been submitted by the faculty member and accepted by the College.
2. The Division Chair will provide the narrative justification for Emeritus status and the Resolution to the complete division for review. A simple majority of faculty in the division must approve the request for Emeritus status. Once approved by the divisional faculty and if the Chair also approves, the Chair formally nominates the faculty member to the appropriate academic Dean by submitting a letter requesting the granting of Emeritus status, accompanied by the application cover form/Resolution and narrative justification.
3. If approved by the Dean, the Dean recommends the granting of Emeritus status and forwards the documentation to the Vice President for Academic Success for review and consideration of approval.
4. If approved by the Vice President for Academic Success, the Vice President recommends the granting of Emeritus status and forwards the documentation to the President for review and consideration of approval.
5. If approved by the President, the President recommends the granting of Emeritus status and forwards the documentation to the Chancellor for review and consideration for approval.
6. If approved by the Chancellor, an agenda item is submitted to the Board of

Trustees for approval at the Board meeting.

7. The President notifies the faculty member by letter of the Board's decision regarding Emeritus status and forwards copies to the Vice President for Academic Success, Dean, and Division Chair.

Attachments: Faculty Emeritus/a Status Application Form, Draft Memorandum from Division, Draft Memorandum from Administrator, and Resolution (*Model*).

Originator: Alan Cottrell

Date Approved: 4/29/2016

Updated: 8/17/2016

Last Updated: 3/5/2019

Approved: Laura B. Sanchez, Ed.D.

Title: Vice President for Academic Success

Attachments

Appointment Process for Faculty Emeritus Status (on following pages):

- Faculty Emeritus/a Status Application Form
- Draft Memorandum from Division
- Draft Memorandum from Administrator
- Resolution (*Model*)

Faculty Emeritus/a Status Application Form

Nominating College: _____

Nominating Division: _____

Name: _____

Current Title (Professor, Assistant Professor, etc.): _____

Home Address: _____

City: _____ State: _____ Zip: _____

Effective Date of Retirement: _____

Resolution:

"The Board of Trustees hereby approves, with the recognition and appreciation for (xx) years of dedicated service to Northeast Lakeview College and the Alamo Colleges District and with the recommendation of the faculty and administration of Northeast Lakeview College and the Chancellor of the College District, (Name), Professor Emeritus, (discipline), at Northeast Lakeview College."

Or

"The Board of Trustees hereby approves, with the recognition and appreciation for (xx) years of dedicated service to Alamo Colleges District, including (xx) years at Northeast Lakeview College, and with the recommendation of the faculty and administration of Northeast Lakeview College and the Chancellor of the College District, (Name), Professor Emeritus, (discipline), at Northeast Lakeview College. "

Draft Memorandum from Division

To:

From:

Subject: Emeritus/a Status for (Name) Date:

(Name), (current position/rank), will retire/has retired from his/her position in the Division of (name), effective (date). In consideration of his/her outstanding service to the Alamo Colleges District and Northeast Lakeview College for these (xx) years, and after conferring with departmental faculty, I recommend granting Emeritus status in accordance with the Resolution attached (*and for the reasons explained in the accompanying documentation – if a narrative justification is provided*).

Thank you for your endorsement of this Resolution.

Draft Memorandum from Administrator

To:

From:

Subject: Emeritus/a Status for (Name) Date:

I concur with the faculty and Chair of the Division of (xx) in their review of (Name)'s career of contribution to the Alamo Colleges District and Northeast Lakeview College, and I am pleased to recommend that (Name) be granted Emeritus/a status upon his/her retirement, effective (date). Please process the attached Resolution through appropriate College and District levels for Board approval.

Thank you for your endorsement of this Resolution.

RESOLUTION (*Model*)

WHEREAS, (Name), began teaching at/joined the Alamo Colleges as a tenure-track faculty in (date) and was granted tenure in (date) and was promoted to (final rank) in (date);

WHEREAS, he/she worked for Northeast Lakeview College from 1990 to 2006 as (list various roles);

WHEREAS, he/she earned (list of degrees with all disciplines) from (school); WHEREAS, he/she earned (list of post-graduate degrees with all disciplines) from (school);

WHEREAS, he/she continued his/her education and professional development through (list of other earned certificates and/or credentials) from (source);

WHEREAS, he/she received an award of recognition for his/her service for the Alamo Colleges District and the Northeast Lakeview College program of (...);

WHEREAS, he/she has contributed to the College and Department by (...); WHEREAS, he/she served on various committees;

WHEREAS, he/she authored/co-authored/edited (as applicable) (titles of works); WHEREAS, he/she has engaged in community outreach/service programs; WHEREAS, he/she has taken part in local/state/federal associations such as (list of affiliations);

WHEREAS, he/she has been an inspiration to his/her colleagues by his/her dedication to (...);

WHEREAS, he/she has always maintained high standards in his/her teaching; WHEREAS, (Name) has requested retirement effective (date); and

WHEREAS, the Board of Trustees of the Alamo Colleges District accepted his/her request for retirement with recognition and appreciation for (xx) years of dedicated services rendered to the Alamo Colleges District;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees hereby approves, with the recognition and appreciation for (xx) years of dedicated service to the Alamo Colleges District and Northeast Lakeview College and with the recommendation of the faculty and administration of Northeast Lakeview College and the Chancellor of the College District, (Name), Professor Emeritus of (discipline) at Northeast Lakeview College.