

## 1.0 PURPOSE

This procedure is intended to recognize the distinguished contributions of certain individuals upon retirement. Emeritus status is an honor bestowed for distinguished service to Big Bend Community College

## 2.0 SCOPE

Any full-time faculty member who retires with a minimum of 15 years of full-time service shall be eligible for designation as Faculty Emeritus.

Any full-time administrative officer who retires with a minimum of 10 years of full-time service with the college and has held the position of President, Vice President, Associate Vice President, Dean, or Director shall be eligible for designation as President, VP, etc. Emeritus.

Any former trustee who has served a minimum of 6 years on the BCC Board of Trustees shall be eligible for designation as Trustee Emeritus.

## 3.0 DEFINITIONS

## 4.0 PROCESS

In April of each year, the VP of Human Resources will notify all college employees of the process and timeline for emeritus nominations. The communication will include a nomination form as well as the names of all faculty and administrative officers retiring during the time period of July 1 through June 30.

### Faculty Nominations

Upon retirement, a faculty member may be nominated for emeritus status. Nominations should be submitted to the Faculty Association President. Using the criteria noted below, the Faculty Association shall review each nomination and finalize a written recommendation to the BCC President.

#### Criteria:

- Long-term record of professional excellence
- Leadership roles at the college, state, and national level
- Classroom teaching performance
- Significant participation in professional development activities
- Other significant contributions to College programs or initiatives

### Administrative Officer Nominations

Upon retirement, an administrative officer may be nominated for emeritus status by a current full-time employee of the college. Nominations should address the following criteria which shall be used in the selection process. Nominations should be submitted to the Human Resources Office. Nominations will be

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reviewed by an emeritus committee comprised of the following: two faculty members selected by the President of the Faculty Association, two admin/exempt employees selected by the BBCC President, and, one classified employee selected by the STAR Committee Chair. The committee will meet to review the nominations and finalize a written recommendation to the BBCC President.

Criteria:

- Long-term record of professional excellence
- Leadership roles at the college, state, and national level
- Significant participation in professional development activities
- Other significant contributions to College programs or initiatives.

### Trustee Nominations

A former member of the Board of Trustees may be nominated for emeritus status by a current member of the BBCC Board of Trustees. Nominations should be submitted to the Board Chair and shall address the following criteria:

Criteria:

- Long-term record of professional excellence
- Leadership roles at the state and national level
- Significant participation in professional development activities
- Other Significant contributions to the college and the service district

#### **4.1 Decision:**

The President shall review committee recommendations for emeritus status and present the recommendations to the Board of Trustees for consideration. The Board of Trustees shall make the final decision on awarding emeritus status. The President's Office shall coordinate all communication regarding the decision.

#### **4.2 Emeritus Benefits:**

The awarding of emeritus status will mean that the candidate's name and title, followed by emeritus distinction will be placed in the appropriate college catalog, publication, and website. Awarding of emeritus status shall not entitle the holder to remuneration or other benefit in addition to any provided under this procedure.

*End of document: Legal References*