



# GOODWIN COLLEGE PROCEDURE

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**TITLE:** Professor Emeritus Policy

## **INTRODUCTION STATEMENT:**

A faculty member who has served the college with distinction over a period of twenty or more years may be awarded the title of Emerita or Emeritus (all referred to herein as Emeritus faculty) upon retirement. A petition for exceptional circumstances may be submitted by the Faculty Senate for faculty members who have served the college with distinction for less than 20 years.

## **AREAS OF RESPONSIBILITY:**

Academic Department, Vice President/Dean of Faculty Office

## **PROCEDURE DETAILS:**

### **I. Eligibility**

The President may confer the title of Emeritus upon any retiring professor (after twenty years) who has given honorable and distinguished full time instruction and service to the college.

### **II. Nominations/Recommendations/Appointments**

#### **1. Nominations**

- A. A faculty member must be nominated by Faculty Senate.
- B. Previously retired professors must apply to or become nominated by the Faculty Senate.
- C. All nominations should be forwarded to the Cabinet with final approval by the president. Decisions by the Cabinet to not forward a nomination to the president for emeritus status shall not be subject to appeal.
  - a. Recommendations should be received by the Faculty Senate at least eight weeks prior to the end of the nominee's last semester with the college. Previously retired professor applications may be submitted to the Faculty Senate by September 30.

#### **2. Approvals/Appointments**

- A. The Cabinet will deliver the recommendations to the president to either confer or not confer emeritus status.
- B. This recommendation is not subject to appeal.
- C. Upon verification of the eligibility status as stated above, the president may grant the rank/status of emeritus (professor/associate professor/assistant professor).

### **III. Emeritus Benefits**

1. A parking permit.
2. A college identification card.
3. Full access to library facilities, including access to computer resources in the library.
4. Full access to the faculty lounge and the copier, computers located within the lounge.

5. Attendance at graduation and convocation, including marching in full regalia with the other members of the faculty member's academic discipline.
6. Listing in the college catalog, directory and website as emeritus faculty.
7. The emeritus title provides no stipend.
8. Access to the college email account.
9. Faculty rights and privileges in attending the college's social, cultural, and athletic events.

**FORMS AND INSTRUCTIONS:**

1. A summary statement of desire to become Professor Emeritus, and
2. Detailed faculty CV; and
3. Statements of support from current faculty members and other statements in support of the nomination; and
4. A written citation on behalf of the nominee of no more than two pages in a style suitable for reading at a conferral ceremony (e.g., at community day).

**DEFINITIONS:**

Emeritus faculty will maintain an identification card entitling them to the following college privileges:

- Full access to the library facilities, including access to computer resources in the library and faculty lounges
- A parking permit
- Attendance at graduations in full regalia
- Listings in the college catalog, faculty directory and website as emeritus faculty
- Continued access to the college email account
- Faculty profile on Faculty and Staff webpage
- Faculty rights and privileges in attending the college's social, cultural, and athletic events

When an emeritus faculty member is employed by the college, whether as a post-retirement part-time teacher or in another capacity, the provisions of the appointment shall prevail.

**HISTORY:**

Created September 2, 2012  
 Approved by Faculty Senate, November 2012  
 Approved by Academic Affairs, December 2012  
 Approved by Cabinet, January 2013  
 Signed by President, January 2013  
 Reviewed February 2016

<b>RESPONSIBLE OFFICE:</b>	Academic Department / Dean of Faculty
<b>REVIEW DATE:</b>	January-March 2014

**APPENDIX:**

Include any supporting documentation that would be useful for the implementation and future evaluation and revision of the procedure. Examples include, sample forms, timetables, examples, transaction flow chart, etc.