



GOODWIN COLLEGE

POLICY AND PROCEDURE

TITLE:	Professor Emeritus Policy
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POLICY 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.

The President may confer the title of Emeritus upon any retiring professor (after a minimum of twenty years of full-time service) who has given honorable and distinguished service to the college. The title will follow the regular professional title, such as *Associate Professor of Health Science, Emeritus*.

PROCEDURE DETAILS:

- I. **Eligibility**
 1. 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**
 - i. A faculty member must be nominated by Faculty Senate.
 - ii. Previously retired professors must apply to or become nominated by the Faculty Senate.
 - iii. 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.
 1. 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**
 - i. The Cabinet will deliver the recommendations to the President to either confer or not confer emeritus status.
 - ii. This recommendation is not subject to appeal.
 - iii. 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 and 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
2. Detailed faculty CV
3. Statements of support from current faculty members and other statements in support of the nomination
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)

Responsibilities:

1. The professor emeritus will identify him- or herself as an emeritus faculty member from Goodwin College in any professional activity that pertains to service to the College or use of its resources.
2. The professor emeritus will make every effort to be available for service on College committees and participation in other assessment, service, and teaching activities.
3. The professor emeritus will adhere to the highest academic, civic, and ethical standards,
4. The emeritus understands that there is no remuneration received by the holder of the title and he/she does not exercise any of the normal administrative functions associated with the title of professor. By virtue of the title, the recipient is not entitled to become a voting member of faculty senate.
5. Emeritus faculty will be listed in the catalog, faculty directory, and website.
6. Emeritus faculty will be recognized at College commencement ceremonies.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

- | | |
|--|---|
| <input type="checkbox"/> COLLEGE CATALOG | <input type="checkbox"/> STAFF HANDBOOK |
| <input checked="" type="checkbox"/> FACULTY HANDBOOK | <input type="checkbox"/> STUDENT HANDBOOK |

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.

EXCLUSIONS:

N/A

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Faculty Senate Chair
Dean of Faculty

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
Re-formatted February 2017
Reviewed December 2017

EFFECTIVE DATE:	January 14, 2013
RESPONSIBLE OFFICE (ONLY ONE):	Academic Department / Dean of Faculty
REVIEW DATE:	Annually (Jan-March).

APPENDIX: