

<b>Award of Emeritus Status</b>	<b>BOT Approved:</b> July 27, 2018
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[PURPOSE:](#)

Respect for the central role of faculty, administrators, and presidents at Garrett College, and the extensive contributions and sacrifice of long-term faculty, administrators, and presidents, calls on us to ensure that the designation of emeritus represents a rigorous and meaningful, rather than automatic honor. This Policy hereby distinguishes the designation of, and the privileges pertaining to, Faculty Emeritus, Administrator Emeritus (i.e. Dean or Vice-President), and President Emeritus.

[POLICY:](#)

In recognition of distinguished and meritorious service rendered to Garrett College, the Board of Trustees may confer on a retired faculty member, administrator, or president the designation of emeritus/emerita.

## PROCEDURES:

**Faculty Procedures:** A full-time faculty member who has achieved Professor rank and has served Garrett College with distinction for 20 years or longer may be awarded the title of Emeritus\Emerita upon retirement. These individuals will be granted the rights and privileges listed below in recognition of their honored role at Garrett College. Emeritus/emmerita status is an honor available to eligible retired faculty but not automatically conferred. Requests to be accorded the rank of emeritus shall undergo a review process with the expectation that not all applications will be approved. Confidentiality shall be maintained at all levels of the process.

Nominations for emeritus status may be initiated two years following the retirement of the Professor. The title “posthumous emeritus” may also be awarded to faculty who die before retiring.

Nominations for emeritus status may be made by a current faculty member who is familiar with the nominee’s professional contributions, a department head, or the Chief Academic Officer, to Faculty Senate. The nominee for emeritus status must have demonstrated effective teaching, and must have made a significant contribution while at the college. A nomination letter addressing how the nominee qualifies for emeritus status will be submitted to Faculty Senate. Evidence such as publications, awards and acknowledgement of outstanding service may be also submitted. A majority vote of Faculty Senate will forward the name to the Dean of Academic Affairs and to the President for approval. The name of the nominee will then be submitted to the Board of Trustees for approval.

**Administrators and President Procedures:** Nominations for emeritus status may be initiated two years following the retirement of the administrator or president. The title “posthumous emeritus” may also be awarded to administrators or presidents who die before retiring.

Nominations for emeritus status may be made by any individual or group who is familiar with the nominee’s professional contributions. The nominee for emeritus status must have demonstrated effective leadership and must have made a significant contribution while at the college. A nomination letter addressing how the nominee qualifies for emeritus status will be submitted to the Executive Council. A majority vote of the Executive Council will forward the name to the College Council, and a majority vote of the College Council will forward the name to the President for approval. The name of the nominee will then be submitted to the Board of Trustees for final approval.

### Conferment of emeritus/emerita status

Emeritus Honorees shall be honored at the commencement exercise immediately following their award.

### College Services and Privileges

Individuals who receive emeritus recognition shall be granted the following honors and privileges:

1. Emeritus Honorees are invited and encouraged to play an active role in the intellectual life of Garrett College.
2. Emeritus Honorees may refer to themselves by their present titles with the term “Emeritus” appended, for example, “Professor Emeritus”, “Dean of Academic Affairs Emeritus” or “President Emeritus”.
3. Emeritus Honorees shall be listed in the College Catalogue as “emeritus” personnel in a section titled “Emeritus Honorees.”
4. Emeritus Honorees shall have their names placed on a plaque of emeritus personnel. This plaque shall be displayed in a prominent place with honorees listed by date of award of emeritus status.
5. Emeritus Honorees shall be invited to participate in the annual commencement exercises and shall be accorded a place in line appropriate to their rank and honor.
6. Emeritus honorees shall be granted a college ID and any applicable discounts afforded faculty at all College events.
7. Emeritus honorees shall be granted Membership to the CARC.