**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**Grossmont College**

**Emeritus Policy**

Emeritus recognition is an honor bestowed by the Grossmont-Cuyamaca Community College District on a faculty member following retirement from a career of meritorious service to the college. Emeritus status may be awarded posthumously.

Emeritus status may be sought on the honoree by

1) an academic department/program faculty,

2) the appropriate Dean/Vice President of the College, or

3) three or more tenured faculty colleagues.

The person nominating the honoree or retiree seeking emeritus rank shall be responsible for providing the President of the Academic Senate with the completed nomination for Emeritus Status form and supporting documentation including three letters recommending the honoree for Emeritus status. Upon recommendation of the Academic Rank Committee (ARC), and approval of the Academic Senate and Governing Board, the honor will be bestowed by the President of the College in a public ceremony such as convocation or the next commencement ceremony following approval.

**Article 1 – Criteria**

1. Twenty (20) years of full-time service to the District.
2. Rank of Professor attained before retirement.
3. At least four of the criteria listed in Article IV below, “Criteria,” to include at least one criterion from each category. The “Other Criteria from the College Service category must be satisfied within the 5 years preceding retirement.

**Article II – Application Process**

The person(s) nominating the honoree:

* Obtains a Petition for Emeritus Status form from the Grossmont College website.
* Completes the petition.
* Secures verification of years of service from Employment Services District Personnel Office.

**Article III – Approval Process**

1. Submit completed application to the President of the Academic Senate or the Chair of the Academic Rank Committee.
2. If the honoree does not hold the rank of Professor, application may not be considered.
3. The procedures outlines in Section XI, Article IV, Subsection B, points 1 through 6 will be followed.

Upon recommendation of the ARC and approval of the Academic Senate, the petition will be submitted to the College President for presentation of Governing Board action. The Governing Board will be the only entity which can confer Emeritus status.

**ARTICLE IV – Criteria**

1. Criterion One – Professional Achievement

**Applicant should provide details to help the ARC understand the significance of the Professional Achievement [e.g. copy of cultural enrichment program, for a refereed text or research article the name of the publisher, ISBN, and date of publication, etc.]**

* 1. Possession of an earned doctorate from an accredited institution.
	2. Initiated and played a major role in the implementation of an educational program recognized by the Academic Rank Committee (ARC) as a significant benefit to students.
	3. Made significant contributions to the community’s cultural enrichment through personal achievements in the performing, literary and/or visual arts.
	4. Authored or co-authored a refereed text or research article, or computer software in petitioner’s subject specialty recognized by the ARC as significant.
	5. Made presentations at professional conferences or meetings recognized by the ARC as academically significant to petitioner’s discipline.
	6. Obtained outside funding or grants to enhance the college’s teaching, research, and/or educational resources.
	7. Other professional achievement recognized by the ARC as at least equal in significance to any of the above.
1. Criterion Two – College Service

**Applicants should demonstrate consistent and continuous college service that helps the college function within the past five years.**

* 1. Served at least two years as a department chair or coordinator or served at least two years as a member of the Academic Senate within the past five years.
	2. Served at least two years on one or one year on two major college or district committee (e.g. General Education, Curriculum, District Load, Program Review, Learning Skills, United Faculty Steering, Professional Development, College Planning) within the past five years.
	3. Served at last three years on any combination of college or district committees within the past five years not covered by the previous criterion.
	4. Chaired a major committee within the past five years for a period of at least one year.
	5. Other college service that the ARC deems to be at least equal in significance to any of the above within the past five years [including major college or district committees not listed in number 2. e.g. Chair College Accreditation Committee (not subcommittee), club advisor for at least four consecutive years, etc.].

**Article V – Procedures**

* 1. The Academic Rank Committee (ARC) consists of five members appointed by the Academic Senate Officers.
	2. Recommendations to approve Emeritus Status by the ARC will be by a super majority vote.
	3. Nominees who do not receive a super majority vote will receive a written explanation.
	4. The names of the nominees who meet all criteria will be forwarded to the president of the Academic Senate to present to the Senate for approval.
	5. Approval of the emeritus status shall require a majority vote of the senators present at a regular meeting of the Academic Senate.
	6. The Academic Senate will forward in an annual report the names of faculty approved for emeritus status to the college president.

The college president will forward the names through normal channels to be placed on the Governing Board agenda.

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**Grossmont College**

**Nomination for Emeritus Status**

Date:

To: Academic Senate, Grossmont College

Emeritus Status Nomination for:

Department:

Nominated by:

MINIMUM REQUIREMENTS:

* 1. Years of faculty service to the District: (20 years minimum)
	2. Rank of Full Professor (Year Awarded):
	3. Recent service to the College during the last 8 years of employment, as reflected in Article IV –A & B (Attach confirming documentation)

 Activity Date

*Return this form to the Chair of the Academic Rank Committee.*

**FOR COMMITTEE USE ONLY:**

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| --- | --- | --- |
| Confirmation of 20 years of service for Emeritus Status: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Director of Employment Services  | \_\_\_\_\_\_\_\_\_\_\_\_\_Date |
| The nominee has satisfied the requirements stated in Article I.  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Division Dean  | \_\_\_\_\_\_\_\_\_\_\_\_\_Date |
| The nominee has satisfied all requirements and is recommended for Emeritus Status by the Academic Rank Committee.  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chair, Academic Rank Committee  | \_\_\_\_\_\_\_\_\_\_\_\_\_Date |
| Approved by the Academic Senate  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Academic Senate President  | \_\_\_\_\_\_\_\_\_\_\_\_\_Date |
| Approved by the Governing Board  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College President  | \_\_\_\_\_\_\_\_\_\_\_\_\_Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chancellor  | \_\_\_\_\_\_\_\_\_\_\_\_\_Date |

Routing: Academic Senate

 College President

 Governing Board Rev. 9-24-14/dsev/lds[ ] [ ]