

## GROSSMONT/CUYAMACA COLLEGE DISTRICT

### 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 shall be responsible for providing the President of the Academic Senate with the completed Nomination for Emeritus Status form and supporting documentation. 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 a convocation or the next commencement ceremony following approval.

#### Article I – Criteria

- A) Twenty (20) years of full-time service to the District.
- B) Rank of Professor attained before retirement.
- C) At least four of the criteria listed in Section XI, Academic Rank Policy, Article III, Criteria, to include at least one criterion from each category. The other criteria from the College Service category, must be satisfied within the 8 years preceding retirement.

#### Article II – Application Process

- A) The person(s) nominating the honoree:
- B) Obtains a Petition for Emeritus Status form from the District Personnel Office.
- C) Completes the petition.
- D) Secures verification of years of service from the District Personnel Office.

#### Article III – Approval Process

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

**GROSSMONT/CUYAMACA COLLEGE DISTRICT**

**Application for Emeritus Status**

From: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

I have been a full-time faculty member for \_\_\_\_\_ years.

Year planning to retire or actually retired \_\_\_\_\_.

I submit the following evidence as satisfying the Professional Achievement requirements as stated in Article II.

ACTIVITY

DATE

_____	_____
_____	_____
_____	_____
_____	_____

I submit the following evidence as satisfying the College Service requirements as stated in Article II.

ACTIVITY

DATE

_____	_____
_____	_____
_____	_____
_____	_____

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

Confirmation by Risk Management/Benefits of Years of Service for Emeritus Status _____	
The petitioner has satisfied the evaluation requirement stated under Article II.	
_____	Dean of _____
Signature	
_____	
College	

Committee Response  Petition approved  Petition disapproved for the following reason(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Academic Rank Chair \_\_\_\_\_ Date \_\_\_\_\_

Return Two Completed Copies to Risk Management/Benefits, GCCCD

(Please see Instructions on back)

## IMPORTANT INSTRUCTIONS FOR COMPLETING THIS APPLICATION

1. You must list a minimum of four criteria total for both categories (Professional Achievement And College Service) combined.
2. You must list at least one criterion in each of the two categories.
3. Note the recency requirements for College Service category.

### EMERITUS CRITERIA FOR FACULTY

Requirements for professor emeritus are: twenty years service with the District; rank of professor; one additional criterion from either of the two categories of the professional rank criteria (professional achievement and college service). **If the additional criterion is from the College Service category, it must have been satisfied within 8 years preceding retirement.**

The retiree seeking emeritus rank must fill out an application form and send it to the personnel office for years-of-service verification. It should then be forwarded to the Academic Senate Rank Committee, who will determine eligibility and then present their findings to the Senate. Following Senate approval, the nomination should go to the appropriate college president for presentation to the Board.

- A. Professional Achievement (Article II, Academic Rank Policy)
  1. An earned doctorate from an accredited institution.
  2. Initiated and completed an educational program or course on campus that is recognized as a significant benefit to our students.
  3. Significant contributions to the community's cultural enrichment through personal achievements in the performing, literacy, and/or visual arts.
  4. Authored or co-authored a text or published refereed or juried research articles in their subject specialty.
  5. Other professional achievements which the Academic Rank Committee judge to be at least of equal significance to the above.
- B. College Service (Article II, Academic Rank Policy).
  1. Served at least two (2) years as department chair/coordinator.
  2. Served at least two (2) years as a member of the Academic Senate.
  3. Served at least two (2) years on one (1), or one (1) year on two (2) major committees, (General Education, Curriculum, Load, Program Review, Learning Skills, United Faculty Steering, Professional Development) **within 5 years preceding retirement.**
  4. Chaired a major committee **within 5 years preceding retirement.**
  5. Other professional achievements which the Academic Rank Committee judge to be at least of equal significance to the above.

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