

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT:** Emeritus Faculty**EFFECTIVE DATE:** February 14, 2006/Revised: November 23, 2009**Emeritus Faculty**

Faculty having served Southwest Tennessee Community College (*and/or former Shelby State Community College and/or State Technical Institute of Memphis*) for a minimum of twenty (20) years shall be eligible for **emeritus faculty** status upon retirement from the institution. **Emeritus faculty** status is an honor bestowed for distinguished institutional services. Designation as **emeritus faculty** shall be at presidential discretion.

In addition to appointment directly by the President, a nomination for emeritus status can be made by any tenured faculty member; however, the nomination must be affirmed by a majority of full-time tenured faculty within the candidate's division and endorsed by the department chair, the dean and the provost.

Emeritus faculty shall be entitled to such privileges and benefits, other than monetary compensation, as the institution designates insofar as such privileges and benefits are within the limits of the institution's discretionary authority. Such privileges and benefits may include an identification card designating the holder as **emeritus faculty** and entitling the holder access to certain institution facilities and services commonly available to faculty.

The privileges and benefits carry with them the same responsibility as for regular faculty.

Source of Policy: Academic Affairs**Related Policy:** N/A**Approved:** _____
President**Responsible****Administrator:** President's Office**TBR Policy Reference:** 5-02-01-10**TBR Guideline Reference:** N/A**Date:** November 23, 2009

Southwest Tennessee Community College
Academic Affairs

Guidelines/Procedures for the Awarding of Faculty Emeritus Status

November 23, 2009

Emeritus Faculty (Southwest Policy No. 5:02:01:10/43)

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Procedure:

1. Nominations for faculty emeritus status should be initiated within one (1) year of the retirement of the nominee.
2. Nominations of retired faculty who have served a minimum of twenty years at Southwest (including former Shelby State and/or State Technical Institute) may be initiated by any tenured faculty member.
3. Tenured faculty members should submit written nominations to the Chair of the department of which the retiree was a member. In addition, a letter of support, which describes the nominee's distinguished contributions and outstanding service to the college, should be attached.
4. The Department Chair carefully reviews the nomination and supporting documentation. If the Department Chair supports the nomination, the Chair forwards the nomination with his/her recommendation and a brief summary (maximum of 200 words) of the nominee's distinguished institutional services to the Dean.

5. The Dean informs the Office of Planning and Analysis of the nomination, and this office conducts a division-wide vote. The Office of Planning and Analysis provides all division faculty members with a copy of the written nomination, supporting documentation, and a ballot that includes the Chair's summary of distinguished services. Successful nominations must receive enough votes to represent a majority of all full-time tenured faculty members in the division. The vote should normally be initiated within 30 calendar days and completed within 60 calendar days of the nomination. The results of the vote will be presented to the Dean.
6. The Dean will report the results of the division-wide vote, the recommendation of the Chair, and the Dean's recommendation to the Provost.
7. The Provost will report the results of the division-wide vote, along with his/her recommendation and the recommendations of the Chair and Dean to the President for consideration.
8. The President will determine which nominated faculty will receive Faculty Emeritus status.

EXAMPLE FORMAT FOR EMERITUS FACULTY BALLOT

Southwest Tennessee Community College
Academic Affairs

BALLOT FOR AWARDING EMERITUS FACULTY STATUS

College policy defines emeritus faculty status as **“an honor bestowed for distinguished institutional services.”**

The nomination must be affirmed by a majority of full-time tenured faculty within the candidate’s division and endorsed by the department chair, the dean and the provost. Designation as emeritus faculty shall be at presidential discretion.

The following faculty member(s) have been nominated for Faculty Emeritus status after their recent retirement. A summary of each nominee’s institutional service is provided below along with attached letters of nomination and support.

Name, Rank
Department

Summary of Distinguished Institutional Services (Also See Attachments)

VOTE:

Should (name) receive Emeritus Faculty status? Yes No

Name, Rank
Department

Summary of Distinguished Institutional Services (Also See Attachments)

VOTE:

Should (name) receive Emeritus Faculty status? Yes No