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| Emeritus Designation Procedure | Procedure Number | 1.2.12P |
| | Effective Date | Pending Board Approval of Policy |

1.0 PURPOSE

In accordance with Board Policy 1.2.12 Emeritus Designation, the purpose of this procedure is to outline the process through which Laramie County Community College (LCCC) facilitates the nomination, development, and advancement of applications for the award of emeritus status by the College.

2.0 REVISION HISTORY

Adopted on: 11/18/16

3.0 PERSONS AFFECTED

Individuals affected by this policy are the LCCC Board of Trustees, administrators, faculty, professional and classified staff, students, and other persons affiliated with LCCC.

4.0 DEFINITIONS

- A. *Emeritus Status* – An honorary designation, in title alone, awarded by the LCCC Board of Trustees to retirees who have been nominated for demonstrated exemplary contributions to the College. This status by itself does not create an employee-employer relationship with the College.
- B. *Retiree* – An employee is considered to be a retired employee when he/she has reached necessary eligibility to retire, discontinues regular full-time employment, and has formally entered into retirement. A Trustee is considered to be retired when he/she has fulfilled at least two full terms on the Board and has elected to serve no further.

5.0 PROCEDURES

A. Eligibility

To be eligible for consideration of designation of emeritus status, candidates must meet the following requirements.

- 1) Candidates must have held the role of Trustee, President, Vice President, Associate Vice President, Executive Director, Dean, Faculty (including all levels and titles that may be assigned to faculty), administrator, professional staff, or classified staff employee at the time of retirement;
- 2) Candidates must have had continuous, honorable, regular service as a member of the College prior to their retirement.
 - a. The minimum number of years of continuous service is typically ten years for administrator, professional or classified staff, or faculty.
 - b. The minimum number of years of continuous service is no fewer than two elected terms for members of the Board of Trustees.

- 3) The Board of Trustees may award emeritus title and status to an administrator, professional or classified staff, faculty, or member of the Board of Trustees, regardless of years of service with good cause.
- 4) Candidates must be nominated within two (2) years of their retirement. This requirement may be waived for candidates who retired before the approval of this policy, although nominations for these candidates must be made within two years of this policy's approval.

B. Criteria

Candidates who are recommended for emeritus status are expected to have made sustained, and/or made significant contributions to LCCC, their profession, and their community throughout their career at the College. Candidates must have substantially met a combination of the criteria below, as appropriate to the candidate's category.

All candidates must have a record of distinguished service to LCCC. Depending upon the category, distinguished service to the College may be evidenced by:

- 1) A record of excellence in performance of professional responsibilities (appropriate to the candidate's category) including:
 - a. Teaching and the facilitation of learning
 - b. Other instructional or instructional-related services (e.g., Library, etc.)
 - c. Professional performance within the candidate's job responsibilities.
- 2) Meaningful contributions resulting in significant, positive changes to the College, Academy, curriculum or specific programs/services including:
 - a. A record of sustained involvement and activity that has contributed to the candidate's relevant profession or discipline;
 - b. Commitment to and participation in shared governance and service to the College, and/or,
 - c. Additional areas of excellence specific to the candidate's category.

C. Recognition and Privileges

Emeriti trustees, administrators, professional and classified staff, and faculty shall be considered an integral part of the LCCC college community. As such, they are to be recognized in perpetuity through their emeritus designation, as well as enjoying certain benefits as described below.

- 1) Recognition
 - a. Faculty who are awarded emeritus/emerita designation will retain their title and level at the time of retirement followed by the designation "Emeritus." For example, *Associate Professor of Economics Emeritus*.
 - b. Professional and Classified Staff who are awarded emeritus/emerita designation will retain their title and level at the time of retirement followed by the designation "Emeritus." For example, *Professional or Classified Staff Title Emeritus*.
 - c. Presidents, Vice Presidents, Associate Vice Presidents, Executive Directors, and Deans (administrators) may retain their last administrative title at the time of retirement, followed by "Emeritus." For example, *President Emeritus*.
 - d. Trustees may retain the title of Trustee followed by "Emeritus." For example, *Trustee Emeritus*.
- 2) Privileges

Upon the approval of emeritus designation by the Board of Trustees, the following privileges shall become available:

- a. A permanent ID card to include the individual's emeritus designation (upon request by the individual)
- b. The same library privileges as other employees
- c. The same employee discounts for use of campus recreational facilities, activities, and cultural events
- d. Participation in department, school/college and university functions, such as convocation and commencement
- e. Emeritus/Emerita listing in the College catalog
- f. Business cards with the title "Emeritus" or "Emerita" (if requested and upon the approval of the President or appropriate LCCC Vice President and paid for by the Emeritus individual)
- g. Invitations to College public ceremonies such as academic processions, convocations, and appropriate social functions
- h. Invitations to serve as an ambassador for the College at mutually agreed-upon events within the community at the discretion of the President

D. Other

- 1) Once awarded, emeritus designation continues in perpetuity unless the recipient violates College policies or procedures or engages in egregious conduct that would reflect poorly on the College. The Board of Trustees has the authority to revoke emeritus status at any time.
- 2) Individuals who are awarded emeritus status shall not speak for, or publicly represent, the College without prior written permission from the President.
- 3) Emeritus designation involves no duties and provides no stipends or remuneration. Individuals who are awarded emeritus designation are not considered an employee of the College.

E. Nominations

To be considered for emeritus status, candidates must be nominated by an existing member of the LCCC campus community to include current faculty, staff, students or trustees. Nominations must be submitted by completing the Emeritus Designation Nomination and Application form (attached to this procedure). The form is also available through the Human Resource Office. Human Resources can assist in determining the eligibility of faculty or staff. The Executive Assistant to the President/Board Secretary can assist in determining eligibility of past Trustees.

Completed nomination forms must be routed accordingly per the appropriate process for the individual being proposed for emeritus designation. Each step prior to the President's final approval is a recommendation. Receiving a "do not recommend" at any of these levels does not stop the application from advancing to the President. The President has the right to decide whether or not to advance the application to the Board of Trustees for approval or not. The appropriate processes are as follow.

1) Faculty

Faculty nominations should be first advanced to the appropriate dean of the school for consideration. The application is then advanced to the Vice President of Academic Affairs for consideration. Finally, the application is advanced to the President for final consideration and determination if a recommendation to approve emeritus designation will be advanced to the Board of Trustees.

2) Administrator and Professional and Classified Staff

Administrator and Staff nominations will be advanced to the appropriate member of the President's Cabinet (e.g., vice president, associate vice president, or executive director) that has the responsibility for oversight of the area in which the nominee last served. After his/her consideration,

the application is then advanced to the President for final consideration and determination if a recommendation to approve emeritus designation will be advanced to the Board of Trustees.

3) Trustee

Trustee nominations will be advanced to the Executive Assistant to the President/Secretary of the Board of Trustees to validate eligibility. If determined eligible per the criteria of this procedure and the Board’s Policy 1.2.7, the application will be advanced to the President for consideration. Unlike faculty and staff nominations, the President may make a determination to recommend awarding emeritus status or to not recommend. However, the application for Trustee Emeritus will advance to the Board of Trustees for their consideration and final determination.

F. Final Approval

The Board of Trustees has the final authority over granting emeritus designation.

| REQUIRED APPROVALS | NAME/SIGNATURE | DATE |
|-----------------------------------|---|----------|
| Originator(s) Name(s) | Joe Schaffer, President | 10/25/16 |
| Approval by President’s Cabinet | | |
| Ratified by College Council | Jeri Griego, College Council Co-chair | 11/18/16 |
| Approval by President (Signature) |  | 11/18/16 |



Laramie County Community College
EMERITUS DESIGNATION
Nomination and Application Form

The designation of Emeritus Status is an honorary designation, in title alone, awarded by the Board of Trustees of Laramie County Community College (LCCC) to retirees who have been nominated for demonstrated exemplary contributions to the College.

To nominate an individual for emeritus status designation, please complete this form in its entirety. Faculty nominations should be advanced to the appropriate dean of the school the faculty member last served in. For staff, nominations should be advanced to the appropriate member of the President's Cabinet with oversight of the area/position the staff nominee last served in. Nominations for Trustee should be advanced to the Executive Assistant to the President/Board Secretary.

A completed, draft resolution should also be submitted with this form. An example of content and format of a resolution for the Board of Trustees' consideration is included below.

Nominee: [Click here to enter text.](#)

Nominator [Click here to enter text.:](#)

Date: [mm/dd/yyyy](#)

Proposed For: Trustee Emeritus Administrator, Professional Staff, Classified Staff Emeritus
 Faculty Emeritus

Criteria

Nominees must have a record of distinguished service to LCCC. Depending upon the category, distinguished service to the College may be evidenced by the following. Check all that apply.

- A record of excellence in performance of professional responsibilities (appropriate to the candidate's category). Please check all that apply.
 - Teaching and the facilitation of learning;
 - Other instructional or instructional-related services (e.g., Library, etc.); or
 - Professional performance within the candidate's job responsibilities.

Please provide a detailed explanation of how the Nominee meets the checked areas:

[Click here to enter text.](#)

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- Meaningful contributions resulting in significant, positive changes to the College, Academy, curriculum or specific programs/services.

Please provide a detailed explanation of how the Nominee meets this criteria:

[Click here to enter text.](#)

- A record of sustained involvement and activity that has contributed to the candidate’s relevant profession or discipline.

Please provide a detailed explanation of how the Nominee meets this criteria:

[Click here to enter text.](#)

- Commitment to and participation in shared governance and service to the College.

Please provide a detailed explanation of how the Nominee meets this criteria:

[Click here to enter text.](#)

- Additional areas of excellence specific to the candidate’s category.

Please provide a detailed explanation of how the Nominee meets this criteria:

[Click here to enter text.](#)

TO BE COMPLETED BY HUMAN RESOURCES:

Hire/Elected Date: mm/dd/yyyy

Retirement Date: mm/dd/yyyy

- Nomination received from an eligible LCCC employee, student or Trustee
- Nominee is retired from full-time service at LCCC as an employee or Trustee
- Nominee held the appropriate role for proposed emeritus designation
- Nominee meets the required service duration for proposed emeritus designation
- Nominee has been retired from LCCC for less than two years from nomination date

REQUIRED APPROVALS

Dean Signature (if Faculty Nominee)

Date

Cabinet Member Signature

Date

President’s Signature

Date

President’s Recommendation: Approve Decline

Trustees Signature

Date

RESOLUTION FOR EMERITUS STATUS

WHEREAS, starting in 1968 and continuing for 42 years, Dr. John Smith faithfully served LCCC as a faculty member in the Department of Mathematics in the School of Math and Sciences; and

WHEREAS, he made significant contributions to the understanding of mathematics principles through his excellence in undergraduate teaching and learning; and

WHEREAS, he ably served the professional community as a leading member of productive collaborations within (insert appropriate professional affiliations, organizations, etc.); and

WHEREAS, he supported his discipline and the scholarship of teaching and learning by (presenting at conferences, publications, etc.); and

WHEREAS, with dedication, he taught a wide variety of undergraduate courses ranging across the full mathematics curriculum, placing strong emphasis on outcomes and student learning; and

WHEREAS, he advised numerous students, student groups (such as...) and activities (such as...), that contributed to the community college mission; and

WHEREAS, he provided many years of distinguished contributions to the (department, school, College) and through dedicated service on (committees, task forces, initiatives, etc.);

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes Dr. John Smith for his distinguished service to LCCC with the title Faculty Emeritus of Mathematics.