

Emeritus Designation Policy	Policy Number	X.X
	Effective Date	TBD

1.0 POLICY & PURPOSE

The Board of Trustees of Laramie County Community College (LCCC) believes strongly in recognizing those individuals who have made exceptional contributions to the mission of the College, whether it be in the form of governing, leading, or teaching. In affirmation of this belief, the Board seeks to honor distinguished faculty, administrators, and members of the Board of Trustees who gave highly meritorious service to the College, in recognition of their scholarly and/or professional contributions, and other such considerations, through the designation of emeritus status at LCCC.

Therefore, it shall be the policy of the LCCC Board of Trustees to award emeritus status to deserving candidates, as recommended by the President, and as approved by the Board of Trustees. Emeritus status is the highest designation LCCC bestows upon an individual who has retired from the College after distinguished service. It is awarded in recognition of an individual’s demonstrated, exceptional longevity and/or contributions to the College, exemplifying the highest standards of personal and professional integrity, vision and leadership.

Therefore, the purpose of this policy is to delineate the parameters for consideration of emeritus status awarded by the Board of Trustees, and to direct the President to establish appropriate administrative procedures necessary for facilitating the nominations and developing and advancing applications for the emeritus status award.

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), or staff at the time of retirement.
- 2) Candidates must have had continuous, honorable, regular service as a member of the College prior to his/her retirement.
 - a. The minimum number of years of continuous service is typically ten years for 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 a faculty or staff member or a member of the Board of Trustees, regardless of years of service with good cause.
- 4) Candidates must be nominated within two (2) years of his/her 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 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.); or
 - 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;
- 3) A record of sustained involvement and activity that has contributed to the candidate's relevant profession or discipline;
- 4) Commitment to and participation in shared governance and service to the College; and/or,
- 5) Additional areas of excellence specific to the candidate's category.

C. Recognition and Privileges

Emeriti trustees, faculty, and staff 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. Presidents, vice presidents, associate vice presidents, executive directors, and deans may retain their last administrative title at the time of retirement, followed by "Emeritus." For example, President Emeritus.
 - c. 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 staff discounts for use of campus recreational facilities, activities and cultural events
 - d. Participation in department, school/college and university functions, such as convocation, commencement
 - e. Emeritus/Emerita listing in College Catalog
 - f. Business cards with the title "Emeritus" or "Emerita" (if requested and upon the approval of the appropriate LCCC vice president; 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 and may 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.

2.0 REVISION HISTORY

Adopted on:

3.0 PERSONS AFFECTED

Individuals affected by this procedure are the LCCC Board of Trustees, administrators, faculty, staff and students.

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, formally enters 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.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Board Chairman Ed Mosher, President Joe Schaffer	
Ratified by College Council	Co-chair Chad Marley	
Recommended by President (Signature)		
Approval by Trustees (Signature)		