

431 – Emeritus Status Operational Procedure

Purpose:

The purpose of this operational procedure is to establish the process by which Bismarck State College (BSC) confers Emeritus Status in accordance with State Board of Higher Education (SBHE) Policy 431. This designation honors retired employees who have provided distinguished service and significant contributions to Bismarck State College and its students.

Eligibility

To be considered for Emeritus Status, an individual must:

1. Be officially retired from Bismarck State College.
2. Have served the College for a minimum of ten (10) years, or fewer in exceptional cases as recommended by the President.
3. Have demonstrated meritorious contributions through teaching, scholarship, service, leadership, or other activities that advanced the mission of BSC.

Nomination and Approval Process

1. Nomination
 - Nominations may be initiated by the retiree, a colleague, supervisor, or administrator.
 - Nominations should include a summary of the individual's service and contributions to the College.
2. Review and Recommendation
 - For faculty nominees, the nomination will first be reviewed by the Faculty Senate, which will vote to recommend or not recommend the candidate for Emeritus Status.
 - For staff nominees, the nomination will first be reviewed by the Staff Senate, which will vote to recommend or not recommend the candidate for Emeritus Status.
 - Senate recommendations will then be forwarded to the Executive Council (EC) through the appropriate Vice President.
3. Presidential Approval
 - Following review by the Executive Council, the College President makes the final decision regarding the conferral of Emeritus Status.
 - The Office of Human Resources will maintain the official record of all individuals awarded Emeritus Status.

Privileges

Individuals awarded Emeritus Status may be eligible for the following privileges:

1. Rank conferred and honored during the Employee Recognition dinner the following December.
2. May be invited to participate in college public ceremonies such as academic processions, convocations, and appropriate social functions.
3. Use of the title of Emeritus Bismarck State College.
4. Receive a certificate conferring their Emeritus title.
5. BSC photo ID card.
6. Employee discounts with BSC ID card for activities, cultural events, bookstore purchases, software/updates, and use of campus recreational facilities.
7. Upon invitation by BSC boards or committees, may serve or attend a meeting.
8. Eligible for employee BSC Library privileges and services including:
 - a. Borrow circulating library materials.
 - b. In-house and remote access to Library databases and other electronic resources.
 - c. Interlibrary Loan services.

Revocation

Emeritus Status may be revoked by the President if the recipient engages in egregious conduct or violations of College policy that reflect negatively on the institution.

References:

[SBHE Policy: 431 Emeritus Status](#)

History of This Procedure:

First policy was drafted by the Faculty Senate during the 2008-09 academic year. Policy approved by the Operations Council on March 25, 2009, and the Executive Council on April 6, 2009.

Revisions - Revised by the Faculty Senate on February 2, 2012, and approved by the Staff Senate on February 21, 2012. Reviewed by the Operations Council on March 14, 2012 and approved by the Executive Council on March 29, 2012; October 21, 2016; approved by the Staff Senate on March 21, 2017, approved by the Faculty Senate on April 6, 2017, reviewed by the Operations Council on April 12, 2017 and approved by the Executive Council on May 2, 2017; approved by the Faculty Senate on November 7, 2019, reviewed by the Operations Council on November 13, 2019 and approved by the Executive Council on December 4, 2019; reviewed by the Operations Council on January 8, 2020, approved by the Faculty Senate on January 23, 2020 and approved by the Executive Council on January 28, 2020.



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Reviewed (non-substantive changes) and approved by the Executive VP on January 27th, 2025.

Converted to Operational Procedure: October 28, 2025. Approved by the Interim Vice President for Academic Affairs on October 28, 2025.