

General Policy – Emeritus Status

Definition:

Achieving the status of Emeritus is to be viewed as the highest honor that Bismarck State College may bestow upon a retired faculty member, administrator or professional.

The Emeritus status may be granted upon or after retirement to faculty, senior administrators or professionals based on the Broadbanding Procedures (excluding emeritus status for presidents) who have demonstrated exemplary academic leadership and service to the college and its communities (in accordance with SBHE Policy 430.2).

- Tenured faculty will be conferred the title of Professor Emeritus.
- Non-tenured faculty will be conferred the title of Emeritus.
- Eligible staff will be conferred the title of Emeritus.
- Emeritus status shall not include salary or other compensation or other rights, except privileges specified in institution policies or procedures (in accordance with SBHE Policy 430.2).

Eligibility for Professor Emeritus:

- Faculty that no longer have benefits through the college are considered retired for the purpose of this policy.
- Served Bismarck State College for a minimum of fifteen full time years (or the part time equivalent of fifteen years). This may be less years in exceptional cases.
- The nominations must be received prior to or up to five years after retirement.

Staff Eligibility:

- Staff that no longer receive benefits through the college (previously a benefited employee) are considered retired for the purpose of this policy.
- The nomination must be received prior to or up to five years after retirement.

Guidelines for Nomination:

- For Faculty, a Nomination for Emeritus Status form must be completed by two current Bismarck State College colleagues.

- For Staff, the Nomination for Emeritus Status form can either be submitted by a BSC employee for an individual, or an individual may self-nominate for emeritus status.

Factors included in considering a candidate for emeritus status may include, but are not limited to:

- Significant contribution to the college, community, and state.
- Particularly distinguished service to the faculty member's academic discipline, or staff member's area of service.
- Length of service.

The Ranking Committee for Professor Emeritus:

The Ranking Committee shall consist of five members:

- The faculty members of the committee will consist of four faculty (preferably professors).
- The fifth member of the committee shall be the appropriate Academic Dean who shall chair the committee.

Faculty Nomination Procedure:

- By October 1 of each year the faculty nomination forms must be submitted.
 - Faculty nomination forms will be sent to the appropriate Dean.
 - The Dean(s) will form the Ranking Committee.
 - The chair of the Faculty Ranking Committee will notify the eligible candidate for acceptance or withdraw of the nomination.
 - If accepted, the nominee will send the Faculty Ranking Committee a vitae and/or be willing to do an interview.
 - Approved nominations from the Dean will then be sent to the President of Bismarck State College for a final approval.
 - At any point if the eligible nominee is denied, that person will be notified by the chair of the Faculty Ranking Committee.

Staff Nomination Procedure:

- Submit a staff nomination form to the President of the Staff Senate.
- Include a curriculum vitae and minimum of 2 letters of support from the BSC community.
- Routed to the Staff Senate Professional Development Committee for a thorough evaluation.
- The committee will make a recommendation to the Staff Senate.
- The Staff Senate shall vote and approved nominations will be sent to the Executive Council for final approval. If approved, the appointee is notified in writing by the President.
- If at any point the eligible nominee is denied, that person will be notified by the chair of the Professional Development Committee.

Privileges and Services:

- Listing in College catalogs as Emeritus or Professor Emeritus Bismarck State College.
- Rank conferred and may be included as a member of the commencement platform party for the year following appointment.
- Receive invitations to participate in College public ceremonies such as academic processions, convocations, and appropriate social functions.
- Use of the title of Emeritus or Professor Emeritus Bismarck State College.
- Receive a certificate conferring their Emeritus title.
- Listing as Emeritus in the BSC employee directory.
- May request NDUS ID reactivation and a BSC email account.
- Go to Campus Information for a BSC photo ID card.
- Receive employee discounts with BSC ID card for activities, cultural events, bookstore purchases, software/updates, and use of campus recreational facilities.
- Upon invitation by BSC boards or committees, may serve or attend a meeting.
- May request and pay for business cards listing their Emeritus title.
- Eligible for employee BSC Library privileges and services including:
 - Borrowing circulating library materials.
 - In-house and remote access to Library databases and other electronic resources.
 - Interlibrary Loan services.

Other:

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 President has the authority to and may revoke emeritus status at any time.

History of This Policy:

First policy 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.