

## ***Faculty Policy – Emeritus/Professor Emeritus Status***

### **Definition:**

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

The Emeritus or Professor Emeritus status may be granted upon or after retirement to faculty, 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.
- 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 Emeritus or Professor Emeritus:**

- Faculty who no longer have benefits through the college are considered retired for the purpose of this policy.
- Faculty who served Bismarck State College for a minimum of fifteen full time years (or the part time equivalent of fifteen years). This may be fewer years in exceptional cases.

### **Guidelines for Nomination:**

- Nomination for Emeritus Status may be completed through one of the following methods:
  - Self-nomination at any time after retirement,
  - Self-nomination upon notification of retirement, or
  - Nomination by another faculty or community member provided the nominee approves of the nomination.

Nominees must submit or have submitted on their behalf the following documents in order for an application for Emeritus or Professor Emeritus to be considered by a committee:

- Emeritus or Professor Emeritus Nomination form including a nominee statement
- Current vitae
- Two letters of recommendation:

- One letter from a current Bismarck State College employee AND one letter from a community member OR

Two letters from current Bismarck State College employees. Factors included in considering a candidate for Emeritus or Professor 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.
- Length of service.

### **The Ranking Committee for Emeritus or 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 15 of each year the faculty nomination forms must be submitted.
  - Faculty nomination forms and supporting materials will be sent to the appropriate Dean.
    - Nominations are not considered complete nor will a Ranking Committee be assembled until all supporting materials have been submitted to the appropriate Dean by the submission deadline.
    - It is the responsibility of the nominee to track submission of supporting materials to the appropriate Dean by the submission deadline.
    - Once all nomination materials have been submitted by the October 15 deadline, the appropriate Dean or appointed designee will be responsible for tracking the application through each of the remaining steps in the approval process.
    - Nomination packages not completed by the October 15 deadline will not be considered within that academic year. The nominee can reapply for the next academic year by the next year's application deadline.
  - The Dean(s) will form the Ranking Committee.
  - By November 1, the chair of the Faculty Ranking Committee will notify the eligible candidate for acceptance or withdraw of the nomination.
  - If accepted, the nominee may be asked to complete an interview with the Faculty Ranking Committee.
  - By December 1, approved nominations from the Dean will then be sent to the Faculty Senate for approval.

- By February 1, approved nominations from the Faculty Senate will be sent to the President of Bismarck State College for a final approval.
- By March 1, if the nominee is already retired from the college, the nominee will be notified. If the nominee has applied for retirement, the nominee will be notified upon retirement announcement.
- At any point if the eligible nominee is denied, that person will be notified by the chair of the Faculty Ranking Committee.
- A nominee who has been denied Emeritus or Professor Emeritus status may reapply one additional time and must provide additional documentation to further support the nomination application.

### **Privileges and Services:**

- Listing in College catalogs as Emeritus or Professor Emeritus Bismarck State College.
- Rank conferred and honored during the Employee Recognition dinner the following December.
- 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 or Professor Emeritus title.
- Listing as Emeritus or Professor Emeritus in the BSC employee directory.
- 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 or Professor 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 and 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; 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.