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 to retired faculty, senior administrators or professionals who have demonstrated exemplary academic leadership and service to the college and its communities.

Individuals whose career included teaching will be conferred the title of Professor Emeritus.

Qualifications/Limitation:

Emeritus status shall not include salary or other compensation or other rights, except privileges specified in institution policies or procedures.

Guidelines for Nomination/Application:

Each person so recommended shall ordinarily be nominated by peers or may file an application. Factors included in considering a candidate for emeritus status may include, but are not limited to:

- Length of service to the institution (normally fifteen years but may be less in exceptional cases);
- Significant contribution to the department, college, and/or state.
- Particularly distinguished service to the faculty member’s academic discipline.

Application Procedure:

- By October 1, the candidate seeking emeritus status will present a letter of application to the Dean of Academic Affairs or the Associate Vice President, National Energy Center for Excellence or in the case of senior administrators and professional staff, to the Chief Human Resources Officer. A candidate proxy may also submit a letter on behalf of the candidate.
- Faculty applications will be sent to the Ranking Committee of the Faculty Senate, and further processed by the faculty senate, the Dean of Academic Affairs, or Associate Vice President, National Energy Center of Excellence, Provost or Vice President, National Energy Center of Excellence and President for approval.
• Administrator or professional applications will be sent to the Staff Senate, and further processed by the appropriate supervisor and President for approval.

Privileges and Services:

• Listing in College catalogs as Emeritus or Professor Emeritus, Bismarck State College.
• Rank conferred and inclusion as a member of the commencement platform party for the year following appointment. The new Emeritus status will be acknowledged during the introduction of the platform party.
• 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 discounts or admission to selected BSC events.
• Receive business cards with title of Emeritus or Professor Emeritus.
• Receive library privileges and services. Individuals with Emeritus or Professor Emeritus status will be issued a BSC photo ID/library card at no charge. Acceptance of a BSC photo ID/library card signifies agreement to follow library policies. The card is non-transferrable and the individual to whom the card is issued is responsible for any use made of the card.
  o Individuals with Emeritus or Professor Emeritus status are entitled to the following privileges at the BSC Library:
    ▪ Borrowing circulating library materials.
    ▪ In-house and remote access to the Library’s databases and other electronic resources.
    ▪ Interlibrary Loan services.

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.