

EMERITUS FACULTY & STAFF

Related Board of Trustees Policy: BP 2.8

OPR: President

Approved: April 6, 2021

Previous Edition: [BP 5.5.6, rescinded April 11, 2011]

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Emeritus designation recognizes faculty and staff who have made exceptional contributions towards the fulfillment of the College's mission and vision over the course of a long and distinguished career as a College employee.

During the College's annual Commencement exercises, the President of the College will designate up to three individuals for this prestigious recognition.

Eligibility

Nominees for Emeritus designation must meet the following minimum qualifications:

- Have served at least fifteen (15) years in full-time employment at an institution of higher education, including ten (10) years as a full-time Craven Community College employee;
- Be previously retired within the past five years, or have established a retirement date that is no later than three months following the next Commencement; and,
- Be in good employment standing at the time of retirement. The Executive Director of Human Resources will verify there is no disqualifying information in the employee's personnel records.

Selection Process

Employees may be nominated, or may self-nominate, by submitting a written nomination to the Vice President supervising the division the employee is or was assigned. There are no format requirements for a nomination, however, the nomination must include information that clearly demonstrates the employee's distinguished and long-standing accomplishments in Higher Education and exceptional contributions to the College's mission and vision.

The applicable Vice President must endorse the nomination by March 1st to be eligible for consideration by the Executive Leadership Team (ELT) for that year's Commencement.

The ELT will consider nominations received from the College's Vice Presidents during the month of March. The ELT may nominate additional candidates for consideration. After consultation, the President of the College will select the year's "class" of emeriti.

Recognition of Emeriti

The President of the College will recognize new emeriti during annual Commencement exercises, and present a special medallion to these individuals. Names of new emeriti will be added to a commemorative display that is maintained on the main campus, and new emeriti will be featured in the College's Annual Magazine.

Benefits & Privileges Conferred to Emeriti

Faculty/Staff Emeritus is an honorific designation that does not include any monetary benefits. The honor establishes an on-going opportunity for exceptional past-employees to have an active relationship with the College and professional peers. Elements of this relationship include, but are not limited to:

- Invitations to participate in the annual College Commencement exercises, with designated honorary seating. Faculty emeriti are invited to join the faculty procession;
- Invitations to college-wide employee and Foundation events, such as Convocation, Community Fabric Awards, Holiday celebrations;
- Inclusion in the College Catalog as an emeritus;
- Priority consideration for service as an adjunct faculty or instructor;
- Service as a College "ambassador" within the community;
- A College nametag showing emeritus designation that may be worn while participating in College and Foundation events and activities; and,
- Personal use of the emeritus title (e.g., business cards, curriculum vitae, professional settings, etc.) Use of the title may be subject to prior approval by the President of the College, and its use must reflect favorably on the College, its employees, and students.

Revocation of Emeritus Designation

Continued designation as an Emeritus of the College is "at the pleasure" of the President of the College. Emeritus designation may be revoked, in writing, by the President of the College, for emeritus misconduct that includes, but is not limited to:

- Bringing discredit or ill-repute to the College, the Board of Trustees, employees or students;
- Interfering with the normal operations of the College; or,
- Damaging or destroying College-owned property.

Revocation of emeritus designation is not subject to appeal.