

**CHAPTER 7: HUMAN RESOURCES
ADMINISTRATIVE PROCEDURE NO.: 7217**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Emeritus Faculty Status

Adoption Date: February 8, 2000

Review Date:

Revision Date: November 18, 2014, December 4, 2019

Responsible Area: Vice President, Human Resources

Responsible Office: President's Office

Policy Reference: None

Retired faculty who have made outstanding contributions to College of the Siskiyou are eligible to receive the title Emeritus Faculty in recognition of those extraordinary achievements.

I. Nomination and Selection

- a. Must be nominated by a tenured member of the Academic Senate.
- b. Deadline for submitting letters of nominations is November 1.
- c. Submission is made to the President of the Academic Senate.
- d. The nomination will include a formal letter addressing the established criteria and any documentation that supports the nomination.
- e. The Executive Committee will review the nominations and make a recommendation for each.
- f. The recommendations of the Executive Committee will be submitted to the Academic Senate for review at the first meeting of the spring semester.
- g. Upon approval by the Academic Senate, the names with a one-page summary listing their contributions to the District, will be forwarded, via the President's Office, to the Board of Trustees for possible personnel action by the March Board meeting.
- h. Approval by the Board will confer the emeritus status.
- i. Unsuccessful applications may be resubmitted in subsequent years.

II. Criteria

The criteria for selection shall include but not be limited to:

- a. demonstrated excellence in teaching.
- b. service to students outside of the normal classroom environment.
- c. service to COS by way of on-campus, community and/or statewide involvement.
- d. service to faculty.
- e. professional involvement, awards or recognition they have obtained while at COS.
- f. provided leadership to other members of the Faculty.

III. Qualifications

In order for a retired faculty member to be eligible for nomination for emeritus status, the retiree shall:

- a. have a minimum of 15 years of service;
- b. have been retired from full-time faculty duty for at least one academic year prior to the nomination; and
- c. not continue to work full-time in the field of public education.

IV. Benefits and Burdens

Individuals designated as emeritus to College of the Siskiyous will:

- a. be awarded appropriate recognition of “Emeritus Status” upon its original receipt at the next graduation exercise;
- b. have the award announced to the community via public and social media;
- c. receive a plaque indicating the recognition;
- d. have a photograph, brief history, and description of the contributions made to the College of the Siskiyous displayed in an appropriate location on campus; and
- e. be listed as emeritus faculty in the College of the Siskiyous catalog.