

Appendix 4.1.1.5: Application for Faculty Emeritus Status

- A. The title, Emeritus(a), is considered an honor bestowed by the Board of Trustees based on recommendation from the President. The term Emeritus shall be appended to the title of one's academic or administrative (ex. Chairperson) post after the time of retirement.
- B. All full-time faculty who retire in good standing are entitled to apply for Emeritus status. They must have tenure at the time of retirement and have served the College for at least ten years preceding their retirement. Such recognition shall be printed in the Medaille College Catalog.
- C. Process for applying for Emeritus status:

Prior to November 1, when possible, of the Academic year in which the faculty member plans to retire, the faculty member shall request in writing of the Promotion and Tenure Committee that Emeritus status be recommended to the President. All applications must be made within one year from the official date of retirement.
- D. The faculty member is responsible for demonstrating to Promotion and Tenure that he/she is retiring in "good standing", which shall include but not be limited by the following:
 - 1. a recommendation from one's department as voted upon by the simple majority of the full-time faculty of that department. Should a Department not be of sufficient size (ex. 2 members) to allow for a simple majority vote, then the full-time faculty Department members are encouraged to submit their individual recommendations to the Promotion and Tenure Committee.
 - 2. Evidence of teaching excellence and service (ex. Awards, Committee participation) or of noteworthy and meritorious contribution to the educational mission and programs of the College.
- E. Emeritus faculty shall be eligible for any discounts accorded to regular full-time faculty, (eg. sporting and special-event tickets, bookstore purchases). Likewise, the tuition waiver and audit policies available to full-time employees would apply. Privileges would include facilities and library usage. Emeritus faculty may access the College's computer services (including e-mail and Internet) according to the privileges accorded to the full-time faculty. Emeritus faculty are entitled to participate at academic functions (convocations, commencement) and as non-quorum, non-voting members at faculty and department meetings.
- F. From time to time Emeritus status faculty will be encouraged to participate in recruitment, public relations or other volunteer endeavors which would be beneficial to the College.