

POLICY & PROCEDURES MEMORANDUM

TITLE:	EMERITUS TITLES
EFFECTIVE DATE:	July 1, 2003* <i>(*Title Updates: 6/7/12; 2/18/09; 1/14/08)</i>
CANCELLATION:	none
CATEGORY:	Academic (AA)

POLICY STATEMENT

Delgado Community College recognizes that faculty members and administrators who have retired after giving a significant portion of their professional lives to the College through distinguished service deserve to be recognized upon retirement. A hallowed tradition in higher education, one that clearly and publicly recognizes service of distinction to a college, is the title of *emeritus*; for example, Emeritus Professor of History, Emeritus Division Dean, Emeritus Executive Dean, Emeritus Chancellor of the College, etc.

Emeritus is a connection, a loose attachment, an opportunity to continue to serve and to be served. It may include a variety of activities and privileges for the honoree:

- performing research
- occasional lecturing
- use of the library
- use of the Internet
- use of an office
- invitations to College functions
- affiliation with College for professional purposes (e.g., grant applications, research proposals, conference attendance)
- listing in the *College Catalog*

The procedures for establishing and maintaining Emeritus titles at Delgado Community College are outlined in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

The purpose of this memorandum is to establish the policy and procedures to be implemented in the granting of Emeritus titles at Delgado Community College.

2. **Scope and Applicability**

This policy and procedures memorandum applies to Full-time Faculty, Unclassified Administrators/Staff , and Administrators with Rank who meet the eligibility requirements listed in *Section 3*.

3. **Eligibility**

To be eligible for consideration for academic emeritus status, an individual must have achieved the rank of Professor; however, associate professors with a record of achievement and contribution to the College that is so exceptional that there is a common sense of agreement of their special place in the academic community may be considered. Ten (10) years of service immediately prior to retirement would be the minimum required for consideration.

To be considered for administrative emeritus status, an individual must have achieved the position of Dean or higher. In accordance with Louisiana Community and Technical College System Board of Supervisors [Policy #1.030, Emeritus Titles](#), ten (10) years of service immediately prior to retirement is required.

4. **Criteria**

The criteria established for the title of an Emeritus Title is as follows:

- A minimum of ten (10) years of service immediately prior to retirement.
- Clear evidence of outstanding teaching, scholarly activity and/or administrative service to the College.
- Recognized record of meritorious professional achievement, growth, and development.
- Clear evidence of distinguished service to the College beyond the normal or ordinary expectations.

5. **Nomination Process**

Individuals who have retired within five (5) years or who have formally declared their intention to retire at the end of an academic year may be considered as candidates to be nominated for the emeritus award. By the beginning of each Spring Semester, the Vice Chancellor for Academic Affairs will request the Vice Chancellor for Student Affairs, Campus/Site Executive Deans, and Division Deans to invite or provide nominations for professor emeritus and administrator emeritus from faculty, alumni, students, or other

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administrators. Each nomination will be accompanied with a detailed and comprehensive written narrative explaining the nomination of that individual. Based on the materials presented, the Vice Chancellor for Student Affairs, Campus/Site Executive Deans, and Division Deans will select nominees to be forwarded to the Vice Chancellor for Academic Affairs.

By April 1 of each year, the Vice Chancellor for Academic Affairs will present the academic nominees to the Academic Affairs Council and administrative nominees to the College Council. Based on the recommendations of these Councils, the Vice Chancellor for Academic Affairs will make final recommendations in writing to the College Chancellor, including the initial nominating letter. After the year in which this policy is implemented, and in order to preserve the distinctive quality of this award, only on rare occasions will more than one or two nominees be recommended to the Chancellor. Nominations unsuccessful in one year may be forwarded and updated in subsequent years. The Emeritus Title is granted by the LCTCS Board of Supervisors upon the recommendation of the College Chancellor.

6. **Benefits**

The following is a list of benefits the Professor Emeritus may receive:

- An electronic mail address (e-mail) at the College
- Higher adjunct faculty salary, as available
- Award ceremony & recognition (pin/plaque)
- Bookstore discount
- Business cards
- Free admission to College events, as available
- Identification card/ library privileges
- Invitation to commencement exercises
- Name in the *Delgado Community College Catalog* with Emeritus title
- Office/ mailing privileges, as available
- Opportunity to serve on College committees, as available

Reference:

Louisiana Community and Technical College System Board of Supervisors,
[Policy #1.030, Emeritus Titles](#)

Review Process:

Academic Affairs Council 6/26/03
 Executive Council 7/1/03

Distribution:

Distributed Electronically Via the College's Intranet