

POLICY & PROCEDURES MEMORANDUM

TITLE:	EMERITUS TITLES
EFFECTIVE DATE:	July 1, 2003* <i>(*Procedural Updates 11/16/17; Title Updates: 6/7/12; 2/18/09; 1/14/08)</i>
CANCELLATION:	none
CATEGORY:	Academic (AA)

POLICY STATEMENT

In accordance with [Louisiana Community and Technical College System \(LCTCS\) Policy #1.030 Emeritus Titles](#), 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. It is reserved for those whose distinguished careers and significant contributions set them apart from their peers. Achieving the title of Emeritus is to be viewed as the highest honor that the LCTCS may bestow upon an employee. 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. **Criteria for Awarding the Emeritus Title**

According to [LCTCS Policy #1.030 Emeritus Titles](#), the criteria for designation of the Emeritus title requires the nominee to have officially retired from the College; have at least 10 consecutive years of full-time service at the College and be over 60 years of age, or have over 20 consecutive years of full-time service at the College; have demonstrated extraordinary service to the LCTCS, his or her college and the community; and achieved significant accomplishments throughout his or her career.

To be eligible for consideration for *academic* Emeritus status, a nominee 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. To be considered for *administrative* Emeritus status, a nominee must have achieved the equivalent position of Dean or higher.

4. **Nomination Process**

A. 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 title. 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 administrators. The following materials must be included in each nomination packet:

- (1) A nomination letter that includes a detailed and comprehensive narrative highlighting achievements and service to the System, College and community;
- (2) Supporting documentation illustrating contributions to the System, College and community; and

- (3) Recommendations from supervisors, colleagues and, if applicable, former students or clients.

- B. 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. The Councils are charged with weighing the following components over the course of the nominee's career and will look for a record of achievement establishing the candidate as a leader of extraordinary distinction. The committee will evaluate nominees on each of the following:

(1) **Professional Responsibilities -**

Teaching Faculty: Evidence of outstanding teaching, including student evaluations; letters from the dean of the division, colleagues and students; and other supportive materials including yearly evaluations.

Professional and Administrative: Evidence of outstanding service, including student evaluations, if applicable; letters from supervisors, colleagues and students or clients; and other supportive materials.

(2) **Service to LCTCS, the College and Community -**

Evidence of extraordinary and exemplary contributions, advancement or positive impact to the LCTCS, college, students, or community. The nominee will be reviewed using similar criteria as performance evaluations throughout their career.

(3) **Professional Development -**

Evidence of currency in the field over the course of their career; involvement in professional organizations; and scholarship.

- C. 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 two nominees be recommended to the Chancellor. Nominations unsuccessful in one year may be forwarded and updated in subsequent years when deemed necessary by the Vice Chancellor for Academic Affairs. The Emeritus title is granted by the LCTCS Board of Supervisors upon the recommendation of the College Chancellor. The Board of Supervisors makes the final determination of Emeritus titles.

5. **Benefits**

The following is a list of benefits the individuals with the Emeritus title may receive:

- An electronic mail address (e-mail) at the College
- Higher adjunct faculty salary, as available per budget constraints
- 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

As required by [LCTCS Policy #1.030 Emeritus Titles](#), on or before July 1 of each year, the Vice Chancellor for Academic Affairs will inform the LCTCS Human Resources Department of the benefits the Emeritus designation provides to any recipients for that year.

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
Title Update - Vice Chancellor for Academic Affairs Approval 1/14/08
Title Update - Vice Chancellor for Academic Affairs Approval 2/18/09
Title Update - Vice Chancellor for Academic Affairs Approval 6/7/12
Procedural Update - Vice Chancellor for Academic Affairs Approval 11/16/17

Distribution:

Distributed Electronically Via the College's Website