

# Policy 205 - Emeritus Titles

Emeritus is a designated honorary status that may be conferred upon a retired employee or in anticipation of the retirement of an employee, effective upon retirement. Conferring of this title is not automatic upon retirement. The title confers lifetime appointments and shall be conferred based upon individual distinction and quality of significant contribution and service to the College. Emeriti will remain in force until death. The emeritus appointment carries no formal associated responsibilities or compensation.

## 205.1 Qualifications

- Any retired employee may qualify for emeritus status after at least 20 years of continuous service.
- Any employee retired prior to approval of this policy that has not previously been awarded emeritus status may be appointed to such status retroactively to the date of his/her retirement.
- Persons who hold an emeritus title at other institutions normally are not eligible for an emeritus title at Lower Columbia College.

## 205.2 Privileges and honors attendant to emeritus status

- Listing in college publications as appropriate.
- An identification card denoting emeritus status.
- Library and computer lab privileges.
- Access to college events, performances, athletic events, and college publications as available to all members of the faculty.
- An invitation to college receptions and similar events including commencement.

## 205.3 Procedure

Upon publication of an employee's intent to retire, the employee, their department or their supervisor may initiate a letter of request for Emeritus status. The letter of request shall include the employee's qualifications for the title. These qualifications should demonstrate the employee's individual distinction and quality of contribution and service to the College. It is expected that the committee will look for a record of achievement that establishes the candidate as an employee of extraordinary distinction. The faculty letter will be submitted to the Sabbatical Committee who will review the documentation and make a recommendation to the President. Other non-faculty recommendations will be reviewed by an emeritus committee, consisting of faculty, classified and exempt employees, appointed and convened as-needed by the president.

Upon recommendation from the President and approval by the Board of Trustees, the employee will be granted emeritus status. However, the Board of Trustees may rescind

such status for just cause. The President will publish the employee's appointment to emeritus status to the campus community during commencement.

## Historic Information

- Approved: December 7, 2022
- Reviewed by the Governance Council: December 7, 2022
- Reviewed by UMCC: November 30, 2022
- Reviewed by the Executive Leadership Team: November 16, 2022
- Campus Review: October 10-25, 2022
- Reviewed by UMCC: September 29, 2022
- Reviewed by the Governance Council: October 5, 2022
- Reviewed by the Executive Leadership Team: August 17, 2022
- Reviewed - No Changes Needed: May 8, 2019
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by Cabinet and Leadership Team: November, 2008
- Adopted: April, 2003
- Replaces Policy 319

Resource/Reference/ Procedure	Title	Unit Responsibility
<a href="http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/FacultyContractFinal_wsig.pdf">Faculty Contract (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/FacultyContractFinal_wsig.pdf)</a>	Faculty Emeritus Nominating Procedure	VP of HR and Legal Affairs, Faculty Negotiating Team