

CCSN Policy	Section: ACF	Number: 13
Title: Emeriti Faculty		Policy Effective Date: <u>January 4, 2007</u>
<p>Approved:</p> <p><u>Richard Carpenter</u> <u>January 4, 2007</u> CCSN President Date</p> <hr/> <p>Faculty Senate Recommendation Faculty Senate Recommendation Unnecessary</p> <p><u>Recommended</u> Not Recommended* (if not recommended, reasons are set forth in a separate attached memo)</p> <p><u>Alok Pandey</u> <u>December 28, 2006</u> Faculty Senate Chair Date</p>		

Emeriti Faculty

Purpose: Describe institutional policy concerning emeritus status.

Policy

Emeritus status is an honor that may be selectively awarded to full-time faculty and professional staff who retire after distinguished and long-term achievement and service to a NSHE institution or to a NSHE System Administration unit.

The qualifications for this rank are measured in terms of the individual's total contribution to the college, based upon academic achievements, student commitment and service to CCSN and Community.

A person granted the title Emeritus/Emerita is considered to have lifetime status as a NSHE employee.

Any member of the faculty retiring after at least ten (10) years of continuous full-time service may apply for emeritus status by filling out an Emeriti application form. All applications must be considered and approved by (a) the voting majority of faculty members of applicant's academic department, (b) the department chair, (c) the dean of the division, and (d) the Vice President of Academic Affairs (VPAA).

The VPAA will review the application and forward it, with his/her recommendation to the President for final action. In case of denial, VPAA will inform the department.

Recommendations of emeritus applications received by the VPAA by December 31 will be considered for an emeritus award during spring semester.

Recommendations received after December 31 will be considered for an emeritus award the following year.

Full-time faculty members who attain emeritus status will be listed in the College catalog, invited to participate in academic events and ceremonies, and are entitled to receive a faculty identification card. The latter provides entitlements to library privileges and grant-in-aid privileges for the faculty member, their spouse and financially dependent children. (NSHE Policies, Title 4, Chapter 3, Section 35). Emeritus faculty will retain life-time email privileges and when requested business cards may be provided.

All invitations for Emeriti faculty to teach classes are at the discretion of the department chair and subject to approval of the dean within resources of the division. Emeriti faculty may teach no more than two courses (6-8 IUs) in any

given semester, but no more than 3 course (14 IUs) in an academic year, including summer. Compensation will be based on the emeritus faculty's summer rate of pay at the time of retirement or at current adjunct rate, whichever is higher. Teaching more than two classes each semester will be compensated at the adjunct rate of pay.

Emeriti Application form

Name: _____ Academic Department:

Date of last hire at CCSN: _____

Date of retirement: _____

Note: Please submit documentation of all awards and recognitions along with dates of activities in all sections. Please attach your current vita with this application.

1. Describe your outstanding academic performance and academic recognition.

2. Describe your continued academic professional growth at CCSN.

3. Describe your services to CCSN and the community it serves.

4. Describe any other activities and awards.

5. How do you plan to contribute to CCSN's development as an Emeriti faculty?

Emeritus Procedure

This procedure is used by any full time faculty member who is retiring after ten (10) or more number of years of continuous services to the Community College of Southern Nevada (CCSN) and wants to apply for an Emeritus status. The application process must be initiated within 12 months of retirement.

Note: Start the application process early enough for the application to reach to VP academics by December 31.

1. Submit all documents to the Department Chair no later than October 31.
2. Department Chair forwards application to entire department by November 15 and conducts faculty voting by November 30. If a majority of voting members of the department does not vote to approve the application, then the Department Chair informs the applicant of voting result. If majority voting faculty members approve the application, then Department chair forwards the application with his/her recommendation to the dean by December 10.
3. Dean forwards the application and his/her recommendation to the Vice President of Academic Affairs (VPAA) by December 31 and informs the applicant that his/her application has been forwarded to the VPAA.
4. Vice President submits the application and his/her recommendation to the President by January 31.
5. President makes the final decision by March 1, and informs the applicant.

Emeritus application package contains, but not limited to following:

1. Fill out an application form. One can use separate sheets, if needed, to demonstrate their case.
2. Attach evidence of relevant accomplishments. Also please include dates to reflect time line of your activities.