



Policy Category: Faculty

Effective Date: 07/08/2016

MOST RECENT CHANGES

Version #: 3

1. Reorganized Policy According to the CSN Policy Requirements and Format Policy
2. Removed redundant wording.

I. POLICY PURPOSE

The purpose of this policy is to describe institutional policy concerning emeritus status.

II. POLICY STATEMENT

- A. 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.
- B. 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 CSN and Community.
- C. A person granted the title Emeritus/Emerita is considered to have lifetime status as a NSHE employee as specifically outlined below.
- D. 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. Emeritus faculty will retain life-time email privileges and when requested business cards may be provided.
- E. 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
- F. Emeriti faculty may teach no more than 8 IUs in any given semester and no more than 14 IUs in an academic year, including summer, for which 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. Emeriti faculty teaching more than 8 IUs in any given semester or more than 14 IUs in an academic year will be compensated at the adjunct rate of pay for IUs beyond these defined limits.

III. PROCEDURE

- A. 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 College of Southern Nevada (CSN) and wants to apply for an Emeritus status.
- B. The application process must be initiated within 12 months of retirement.
- C. 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.
- D. Due Dates and Deadlines:

Start the application process early enough for the application to reach the VP of Academics (VPAA) by December 31.

 - 1. Submit all documents to the Department Chair no later than October 31.
 - 2. Department Chair forwards the application to the 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 the voting result. If a majority of the voting faculty members approve the application, then the 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 VPAA by December 31 and informs the applicant that his/her application has been forwarded to the VPAA.
 - 4. VPAA 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.

IV. AUTHORITY AND CROSS REFERENCE LINKS

[NSHE BOR Handbook, Title 4, Chapter 3, Section 43. Emeritus/Emerita Status](#)

V. DISCLAIMER

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Faculty Senate Chair.

VI. SIGNATURES

Recommended by:

/s/ Alok Pandey
Faculty Senate Chair

7/7/2016
Date

Reviewed for Legal Sufficiency:

/s/ Richard Hinckley
General Counsel

7/7/2016
Date

Approved By:

/s/ Michael D. Richards
CSN President

7/8/2016
Date

VII. ATTACHMENTS

- A. History
- B. Emeriti Application Form

Attachment A

HISTORY

Version 3:

- 07/07/2016: Revision Submitted by Policy Review Committee (S. Lyman)
 - Reorganized Policy According to the CSN Policy Requirements and Format Policy
 - Removed redundant wording

Version 2:

- 10/31/15: Language improvement

Version 1:

- 01/04/2007: Approved by CSN President Richard Carpenter

Attachment B

Emeriti Application Form

Please use the following link to obtain the most recent Emeriti Application Form:

[Emeriti Application Form](#)