| 1.0 | Purpose: This policy provides guidelines and procedures for conferring Professor Emeritus/a status. |
| 2.0 | Revision History: Professor Emeritus/a status was instituted in 1999 with the establishment of the policy and process to award the status, and was last amended in March, 2001. |
| 3.0 | Persons Affected: Retiring members of the college community who meet the criteria established and who have been recommended for this honor by the Emeritus/a Selection Committee and the President. |
| 4.0 | Policy: Professor Emeritus/a is a lifetime honor that may be awarded, upon retirement, to dedicated, full-time, tenured full professors with at least fifteen years of full-time teaching service at Quinsigamond Community College. Under unusual circumstances, and at the discretion of the Emeritus/a Selection Committee and the President, retiring faculty members who do not meet the fifteen year criterion, or retiring administrators who do meet the requisite criteria, may also be considered for Emeritus/a status. |
| 5.0 | Definitions: This honor may be awarded to retiring full-time Quinsigamond faculty and former faculty members who have become Quinsigamond administrators, upon recommendation by the Emeritus Selection Committee, the President, and the Board of Trustees, for acknowledged excellence in teaching, personifying the mission of the college, and/or for outstanding service to the college. |
| 6.0 | Responsibilities: An Emeritus Selection Committee responsible for overseeing the process to award Professor Emeritus/a status will be composed of five full professors and one academic administrator, all elected by the full-time faculty to serve for three year, staggered terms. Two members will be elected each year. Members of the faculty who are retiring within that academic year are ineligible to serve as members. The All-College Council will oversee the election of the Emeritus Selection Committee. |
### 7.0 Procedures:
In April of each year, the Emeritus Selection Committee will meet to begin the process. The Human Resources Office will identify those eligible for consideration, and the Committee will review information relative to the accomplishments of the eligible faculty member per the attached recommendation template. Under unusual circumstances, the Committee, at its discretion, may also make recommendations of faculty members who may not meet the established criteria. By May 1, a final list of candidates will be submitted to the President who, in turn, will review and submit a final list of candidates to the Board of Trustees for its action. The conferring of Professor Emeritus/a status will be part of the Commencement Exercises each May. Emeritus/a Professors will be entitled to receive all benefits accorded to retirees. A list of these benefits is attached to this document.

### 8.0 Sanctions:
Not applicable.

*Approved by the Board of Trustees at meeting held April 27, 2010*
Quinsigamond Community College
Recommendation for Emeritus/a Award for Distinguished Service

Candidate: ___________________________ Date: ___________________________

Rank/Title: ___________________________ Department: ___________________________

Chairperson, Selection Committee: ___________________________

Upon the recommendations of the appropriate department head(s), dean(s), and/or other supervisor(s), the Selection Committee recommends to the Board of Trustees the Emeritus Award for Distinguished Service to the above-named individual. The accomplishments of this individual are provided below as rationale to support the merit of this award, including any of the following areas of achievement.

- Evidence of outstanding ability and dedication in teaching or performance of other primary college duties (e.g., counseling, administration, etc.).

- Service to students (academic advising, club advising, student recruitment and orientation, other student activities).

- College service (member/chair of college committees, preparation of or implementation of grants, department chair, program coordinator, curriculum development, development of other academic programs or learning resources).

- Community and/or Professional Service (member/chair of boards or committees; publications; conference presentations; local, state, national or international service or recognition).

- Other supporting rationale (additional documentation may be attached).
You are invited to enjoy the following benefits available to our Retirees:

** Tuition/Fee Reduction
** Faculty/Staff Parking Stickers
** Invitations to College or College-sponsored Events
  (with 10% reduction in ticket cost, where applicable)
** Use of College Facilities
** Lifetime Membership in our Athletic Facility
** Access to adjunct office space plus electronic support provided therein
** 10% discount in College Bookstore
** Use of College memberships at Tower Hill Botanic Garden, Worcester Art Museum, etc.
** Continued use of QCC E-Mail Address, if desired (for Professors Emeriti)
** QCC Business Cards (for Professors Emeriti)

To access these benefits, please contact the College via

Mary DeBlois (508-854-4445) or Cyndy Erickson (508-854-4259) in our Human Resources Office

who will be happy to put you in touch with the appropriate person.

Also, to keep our records accurate, we ask that you
please notify Mary or Cyndy with address/phone number changes.