

PROFESSOR EMERITUS/A POLICY	
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. Spring, 2019 updated Responsibility section to reflect Governance Steering Committee role.
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, one which may be a non-teaching tenured faculty, and one academic administrator, all elected by the Governance Steering Committee 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.

7.0	<p>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.</p>
8.0	<p>Sanctions: Not applicable.</p>

Approved by the Board of Trustees at meeting held April 27, 2010

Summary of changes from previous version:

- ***Removed prohibition on posthumous awards***
- ***Removed prohibition on awarding this award to someone leaving for another full-time positions elsewhere***
- ***Amended the 15 year provision as follows: 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.***
- ***Added the recommendation template on which to record the recommended individual's accomplishments and service to be completed for each candidate recommended***
- ***Added the list of benefits extended to our Emeritus/a retirees***