

<b>PROFESSOR EMERITUS/A POLICY</b>	
1.0	<b>Purpose:</b> This policy provides guidelines and procedures for conferring Professor Emeritus/a status.
2.0	<b>Revision History:</b> 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. March, 2020: Revised by Faculty Senate May, 2020: Recommended for approval by the Governance Steering Committee and approved at the All College Forum 10/6/20. BOT approved– 12/3/20
3.0	<b>Persons Affected:</b> 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	<b>Policy:</b> Professor Emeritus/a is a lifetime honor that may be awarded to retiring full-time Quinsigamond teaching and non-teaching faculty and former faculty members who have become Quinsigamond administrators with at least fifteen years of full-time teaching service at Quinsigamond Community College, 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.  Under unusual circumstances, and at the discretion of the Emeritus/a Selection Committee and the President, retiring teaching faculty and non-teaching 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	<b>Definitions:</b> Teaching Faculty – Faculty members who hold full-time appointment with academic rank and whose primary responsibilities include instruction within a classroom setting and scholarly activity. Non-Teaching Faculty – Librarians who hold full-time appointment with tenure eligibility, whose primary academic responsibilities include the development of materials and services to meet the instructional needs of the college, as well as providing instruction and research assistance primarily outside of the classroom setting.
6.0	<b>Responsibilities:</b> An Emeritus Selection Committee responsible for overseeing the process to award Professor Emeritus/a status will be composed of five full professors, or four full professors and one 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><b>Procedures:</b> 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 teaching and non-teaching 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 available in HR.</p>
8.0	<p><b>Sanctions:</b> Not applicable.</p>