

## **Policy for granting emeritus status to retiring COCC employees**

October 5, 2018

All Central Oregon Community College (COCC) employees who have **served the institution for at least 15 years** are eligible for consideration of Emeritus status after retirement. There are three categories for this recognition: Emeritus faculty (generally referred to as “Emeritus Professor”), Emeritus Administrators and Emeritus Classified employees. This policy does not apply to COCC’s president, whose emeritus status is granted by the COCC Board of Directors at the board’s discretion.

By **January 15<sup>th</sup> of the academic year** (September-June) preceding the retirement, any individuals with at least 15 years of service can submit their names for consideration, or be nominated by any other employee at COCC for consideration (with the subsequent agreement by the retiring employee), in accordance with the granting of emeritus status procedure.

## **Procedures for the granting and discontinuance of emeritus status at Central Oregon Community College**

October 29, 2018

### Procedure for granting Emeritus status to **faculty**

- Faculty nominations are submitted to the Faculty Promotions Committee, which will be granted authority to review the candidates file. After determining that the retiring faculty member has completed 15 years of service, the committee will review the file to confirm that granting Emeritus status would have no negative impact on the reputation of the institution.
- The committee then submits the recommendation for Emeritus status to the school's president at least two weeks before the Board of Directors March meeting (where faculty promotions and tenure are officially granted), who submits it to the Board for approval at that meeting. Candidates are notified in writing or by email of the committee's recommendation, and of that Board meeting, which they are welcome to attend.

### Procedure for granting Emeritus status to **administrators**

- Administrator nominations will be submitted to the college president, after which an *ad hoc Emeritus status committee* appointed by the president (or an administrator designated by the president), and consisting of at least two administrators, one classified employee and one faculty member, will meet in the Winter term, at least two weeks before the March Board of Directors meeting. The committee will confirm 15 years of service and that granting Emeritus status would have no negative impact on the reputation of the institution.
- The committee then submits the recommendation for Emeritus status to the school's president at least two weeks before the Board of Directors March meeting, who submits it to the Board for approval at that meeting. Candidates are notified in writing or by email of the committee's recommendation, and of that Board meeting, which they are welcome to attend.

### Procedure for granting Emeritus status to **classified employees**

- Classified employee nominations will be submitted to the Classified Association Executive Team, which then will meet in the Winter term, at least two weeks before the March Board of Directors meeting. The committee will confirm 15 years of service and that granting Emeritus status would have no negative impact on the reputation of the institution.
- The committee then submits the recommendation for Emeritus status to the school's president at least two weeks before the Board of Directors March meeting, who submits it to the Board for approval at that meeting. Candidates are notified in writing or by email of the committee's recommendation, and of that Board meeting, which they are welcome to attend.

### **Privileges of Emeritus status**

- Those granted Emeritus status shall be able to keep their college email address and use of the COCC server. They will receive emails, announcements and other publications of the college through those email addresses. They will be listed with their Emeritus status in the college catalogue. They will receive free admissions to all regular college events, including the start of the academic year All-College Retreat and the end of the academic year college-wide celebration. They will have full use and checking-out privileges at the college Library. They will have access to office space at the college, as needed and when available. Emeritus faculty will be welcome to the annual faculty Convocation and to Commencement, in their regalia.

### **Discontinuance of Emeritus status**

- ◆ The college/Board of Directors reserves the right to rescind Emeritus status, and all its rights and privileges, at any time to anyone when considered to be in the best interest of the college. Any faculty, administrator or classified employee granted Emeritus status could request discontinuance of the status at any time.