

NORTHWEST VISTA COLLEGE
PROCEDURE

Procedure Number:	AS 002
Procedure Title:	Faculty Emeritus Nomination

1. PURPOSE

This procedure defines the process for nomination of faculty for Emeritus status. Faculty Emeritus is a title conferred by Northwest Vista College (NVC) to recognize the meritorious service of a faculty member who has completed their teaching at NVC.

2. CRITERIA

- 2.1 Emeritus status may be conferred upon an individual if that individual:
 - 2.1.1 has completed their teaching at NVC in good standing
 - 2.1.2 has applied for and received all eligible promotions in rank
 - 2.1.3 has completed at least ten (10) years of full-time faculty service at NVC or a combination of service in the Alamo Colleges' District that equates to 10 years, at least half of which at NVC; and
 - 2.1.4 is judged to have significantly contributed to the strengthening and/or advancement of the educational programs of NVC and/or the Alamo Colleges

- 2.2 Emeritus status should be reserved for only those faculty whose service to the college and department has been exemplary. Simply having served 10 years as a faculty member does not alone qualify for this recognition. Examples of qualifying service could include:
 - 2.2.1 Exemplary teaching throughout the career of the faculty member, as demonstrated by representative, documented performance evaluations by department chairs, peers, and students.
 - 2.2.2 Service to the Department, College, and District consistently exceeding expectations for good performance throughout the faculty member's career, as shown by representative, documented performance evaluations by chairs and peers.
 - 2.2.3 Professional development record exceeding expectations for good performance throughout the faculty member's career, as shown by representative, documented performance evaluations by chair and peers.
 - 2.2.4 Positive contributions to the faculty member's academic discipline(s) or the profession of teaching.
 - 2.2.5 Service to the community

- 2.3 A faculty member may be eligible for Emeritus status in more than one Department at NVC. The nomination and selection process for each department must be separate.

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3. SELECTION

- 3.1 Upon or after completion of service, an individual may be nominated for Emeritus status by any full-time faculty member in the Department in which the nominee served.
- 3.2 A retired faculty member may be nominated by a person outside their department, including any community stakeholders who worked with the faculty member in their role as an NVC faculty member.
- 3.3 Nominations for Emeritus status shall be made in writing to the nominee's Department Chair. Although the eligibility for this recognition should be self-evident to other members of the department who served with the nominee, the nominating faculty member may provide evidence supporting the recognition to the chair at the time of the nomination along with their nomination letter.
- 3.4 The Department Chair will notify full-time faculty of the nomination and make available any of the supporting documents for faculty to examine. The faculty should be given at least two full weeks to examine materials. Faculty may request other reasonable supporting materials from the chair.
- 3.5 After the two-week review period, the Department Chair will survey full-time departmental faculty to determine the number who support the conferral of Emeritus status to the nominee. The mechanism of that survey is at the chair's discretion; however, all eligible faculty members must be able to respond anonymously.
- 3.6 If a majority of departmental full-time faculty approve the nominee, the Department Chair will forward that recommendation to their Dean.
- 3.7 The Dean shall review the Department recommendation and make a recommendation to the Vice President for Academic Success (VPAS).
- 3.8 The VPAS shall review all recommendations and make a recommendation to the College President.
- 3.9 The College President will review the recommendations and decide whether the conferral of Emeritus status is appropriate and make a recommendation to the Chancellor (D.10.4).
- 3.10 Emeritus status may be revoked by the College President if it is determined that the individual's conduct, before or after receiving the Emeritus designation, conflicts with the intent and spirit of the designation and/or causes harm to the College's reputation.

4. PRIVILEGES

The granting of Emeritus status is an honorary designation which entails no assigned duties, responsibilities, office space nor use of clerical staff. Faculty granted Emeritus status shall:

- 4.1 have their names listed in the college catalog and the public directory;
- 4.2 be entitled to attend all appropriate college functions as faculty;
- 4.3 receive a life-long membership to Friends of the Arts at NVC; and
- 4.4 receive free access to NVC facilities, including the wellness center.

Relevant Board Policy:	D.10.4 Recognition and Awards
Relevant SACSCOC Documents:	

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Maintenance Unit:	Academic Success
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