

SOLANO COMMUNITY COLLEGE DISTRICT

EMERITUS

4003

ADMINISTRATIVE PROCEDURES

I. Eligibility

The title of Professor Emeritus may be conferred upon any retiring or retired tenured faculty who has given honorable and distinguished service to the College for at least ten years.

II. Nominations/Recommendations/Appointments

1. Nominations

- a) A retiring or previously retired Solano Community College faculty member may be nominated by a faculty member or division dean or may self-nominate.
- b) A nomination should include letters of support by a minimum of three other faculty and/or deans.
- c) All nominations and supporting documents shall be forwarded to the Vice President of Academic Affairs for initial screening.

The Vice President of Academic Affairs, in consultation with the Academic Senate President, will screen all applications for Emeritus status prior to forwarding eligible nominations to the Distinguished Faculty Senate Subcommittee.

2. Approvals/Appointment

The Distinguished Faculty Senate Subcommittee shall review all nominations and supporting documents and shall forward successful nominations to the Academic Senate for approval.

The Academic Senate shall forward its recommendations to the Superintendent-President; the Superintendent-President shall make the final determination on the granting of Emeritus status.

Notification of the decision on Emeritus status will come from the office of the Vice President of Academic Affairs.

3. Documentation required for Nomination/Self Nomination

The following items shall be submitted in support of a nomination of a faculty member for Professor of Emeritus:

- a) Nominee Name, Address, Phone Number, Email; Date of Retirement,

Department;

- b) Letters of support from current faculty members or deans;
- c) A short biography written on behalf of the nominee of no more than a half page in a style suitable for reading at a conferral ceremony.
- d) The deadline for nomination submission is final Friday in January.

III. Emeritus Benefits

Emeritus faculty will maintain an identification card entitling them to the following College privileges:

- full access to library facilities, including access to computer resources in the library;
- a faculty parking permit upon registration with Campus Police Services;
- attendance at graduation and convocation in full regalia;
- listing in College catalog and directories as Emeritus faculty; and
- access to a College email.

IV. Obligation of Emeritus to the College

The Professor Emeritus will identify him or herself as an Emeritus faculty member from SCC in any professional activity that pertains to service at the college or use of its resources. The Professor Emeritus will adhere to the highest academic, civic, and ethical standards.

Linked to Governing Board Policy 4003, *Emeritus*

REFERENCES

AUTHORITY: Solano Community College District Governing Board

REVISED: May 6, 2019



EMERITUS APPROVAL PROCESS

