

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: I 2 2 . 0
Procedure Title: Faculty Emeritus Process
Relevant Board Policy: [D 10.4 \(Board Policy\) Recognitions and Awards](#)
Maintenance Unit: Office of the Vice President for Academic Success

I. Purpose: To outline the process for application and approval of emeritus status for retiring full-time faculty members.

II. Procedure Statement:

The emeritus faculty distinction is conferred upon faculty members who have had a distinguished record of achievement in the areas of teaching and service throughout their careers at Palo Alto College.

A. Criteria to be met when recommending emeritus status on behalf of a retiring faculty member are the following:

1. The full-time faculty member must have submitted notice of their intent to retire or is already retired from the college.
2. The faculty member must have had at least five years' full-time teaching experience at the college.
3. The faculty member must have a record of exemplary teaching while employed as a full-time faculty member at the college, exceeding expectations for performance in this area of faculty responsibility.
4. The faculty member's record of service to the department, college, and district consistently exceeds the standards for good performance throughout their career.
5. The faculty member's record of ongoing professional development exceeds the standards for good performance throughout their career.
6. Two letters of recommendation have been provided, supporting the candidate's nomination for emeritus status.

B. Conferment of Emeritus Status:

1. The faculty member completes an application for emeritus status (attached) and submits this, together with a curriculum vitae and two letters of recommendations, to their Department Chair. The application for emeritus status may be submitted only after official notification to retire¹ has been

submitted and accepted by the College.

2. The Department Chair will share the application and a draft resolution to confer emeritus status with the full-time faculty members of the department. Within two weeks of providing these documents the Chair will conduct a vote by full-time faculty members, and a simple majority in favor of conferring emeritus status will approve the application. With this approval, the Chair will formally nominate the faculty member by submitting to the relevant Dean a cover letter, the finalized resolution to confer emeritus status, the application, two letters of recommendation, and the candidate's curriculum vitae.
3. If approved by the Dean, the application and supporting materials will be sent to the Vice President of Academic Success for approval.
4. If approved by the Vice President of Academic Success, the application and supporting materials will be sent to the President for approval.
5. If approved by the President, the President shall recommend to the Chancellor conferment of emeritus status. With the Chancellor's approval, an agenda item along with a resolution will be submitted to the Board of Trustees for consideration at the Board meeting.
6. The President will notify the faculty member by letter of the Board's decision regarding emeritus status and will forward copies to the Vice President, Dean and Department Chair.
7. At the discretion of the President, Chancellor, and Board of Trustees, a deceased faculty member who meets the college's criteria and has the college's approval as outlined by this procedure may be conferred emeritus status posthumously by the Board of Trustees.

C. Benefits of faculty emeritus status include:

1. A faculty name tag indicating emeritus status.
2. Emeritus distinction in the college catalog.
3. Recognition at the Regular Board Meeting by the Alamo Colleges Board of Trustees.
4. Access to the Fitness and Aquatic Center.

¹ In accordance with ACCD District policy D.10.4, retirement shall mean that the employee has met service, age, and other applicable requirements for retirement under the Teacher Retirement System of Texas, whether or not the employee is a member of the Teacher Retirement System.

Attachment: Application Form

Date Approved: May 20, 2016

Date Updated/Approved: June 16, 2026

(signed: *Lisa Juarez*)

Vice President of College Services

(signed: *Patrick Lee*)

Vice President for Academic Success

(signed: *Delilah Marquez*)

Vice President for Student Success

(Signed: *Dr. Robert Garza*)

President

