

**PALO ALTO COLLEGE  
COLLEGE PROCEDURE**

Procedure Number: I22.0

Procedure Title: Faculty Emeritus Process

Relevant Board Policy: [D.10.4 – Recognitions and Awards](#)

Maintenance Units: Office of the Vice President of Academic Success

I. Purpose: To provide a process for application and college approval for retiring full-time faculty members to receive emeritus status

II. Procedure Statement:

The emeritus faculty distinction is conferred to faculty members who have a distinguished record of achievement and sustained service to the college and the academic discipline. This prestigious status recognizes faculty who have excelled in the areas of teaching and service throughout their careers at the College.

A. A faculty member must have an honorable and distinguished record of service at the college. Criteria for recommending emeritus status on behalf of the retiring faculty member are as follows:

1. The full time faculty member must have submitted notice of his or her intent to retire or is already retired from the college.
2. Exemplary teaching for at least five years at the Alamo Colleges as exceeding expectations for good performance throughout the career of the faculty member.
3. Service to the department, college and District consistently exceeding expectations for good performance throughout the career of the faculty member. Professional development exceeding expectations for good performance throughout the career of the faculty member.
4. Two letters of recommendation supporting the candidate's nomination for emeritus status.

B. Procedures for Appointment:

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 the Department Chair. The application for emeritus status can be submitted only after official notification to retire<sup>1</sup> has been submitted by the faculty member and accepted by the College.
2. The Department Chair will provide the application for emeritus status and a draft resolution to the department for review. A simple majority of faculty in the department must approve the application for emeritus status. Once approved, the

Chair formally nominates the faculty member to the Dean by submitting a cover letter. The application will include the following: two letters of recommendation and curriculum vitae of the candidate.

3. If approved by the Dean, the application and supporting materials are sent to the vice president for approval.
4. If approved by the Vice President, the application and supporting materials are sent to the President for approval.
5. If approved by the President, an agenda item along with a resolution is submitted to the Board of Trustees for consideration at the Board meeting.
6. The President notifies the faculty member by letter of the Board's decision regarding emeritus status and forwards copies to the Vice President, Dean and Department Chair.
7. At the discretion of the President and Board of Trustees, a deceased faculty member who otherwise meets the department's and college's criteria can 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.

Date Approved: May 10, 2016

Signed: (Signed: Dr. Mike Flores)

President

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<sup>1</sup> 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.

## Emeritus Status Application Form

Name: \_\_\_\_\_

Current Title (Professor, Assistant Professor, etc.): \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Effective Date of Retirement: \_\_\_\_\_

### APPROVALS (Signatures and Dates):

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_