

Responsible for Policy: Human Resources

Policy Statement:

Finger Lakes Community College shall consider conferring the honor of Emeritus status to employees who retire from the college with a minimum of fifteen years of service to the college. The granting of emeritus status is an honor and is not viewed as automatically conferred upon retirement.

Finger Lakes Community College will establish an Emeritus Status Review Committee responsible for evaluating and determining the merit of the applicant. An application for Emeritus status needs to be submitted on behalf of the retired employee by an active employee of the college. Categories which may be considered when determining the merit of an applicant are: community service, professional growth, effectiveness in performing job responsibilities, or college service.

Eligibility Requirements:

An employee must have served the college with distinction for a minimum of fifteen years and have retired from the college within the last five years in order to be eligible for nomination.

Benefits Conferred:

An employee who has been granted emeritus status will obtain the following rights and privileges:

- An emeritus employee will be listed as a department member on the college website and in the college catalog.
- Lifetime use of their campus email address.
- Parking privileges.
- Included in the platform party at graduation in the year the award is conferred.
- College issued business cards.
- College Identification displaying emeritus status.
- Able to participate in College functions, campus celebrations and events as a faculty/staff member.
- All additional retiree benefits

Reason for the Policy:

An employee of the college whom is granted Emeritus status should be perceived as an employee of distinction by the campus community. This Policy aims to establish a framework to ensure that honor is conferred equitably and that it maintains its value over time.

Applicability of the Policy:

This applies to all employees of the college except for members of the Cabinet, the President and Board of Trustees.

Definitions:

N/A

Related Documents:

Retiree Privileges and Benefits Policy

Procedures:

An Emeritus Committee will be formed consisting of the AVP of Academic Affairs, the AVP of Instruction, the AVP of Student Affairs, three members of faculty, and three members of the professional staff. The faculty and staff will be elected to serve in three year staggered terms by their respective unions. The AVP of Instruction will chair this committee, and the committee is charged with reviewing recommendations for granting Emeritus status to an employee at the college and making a final recommendation to the President. Emeritus status for members of the Cabinet, the President, and Board of Trustees follow a separate process.

Nomination Procedure:

After a member of the teaching faculty or professional staff has retired from the college, any employee of the college can nominate that person for emeritus status. This nomination must be made within five years of the nominee's retirement, and when the situation arises, the nomination can be made posthumously. The nominator will send the Director of Human Resources a letter of recommendation to initiate the process for granting emeritus status.

Any letter of recommendation received by Human Resources will be sent to the AVP of Instruction. The committee will review the nominee's contributions to the college community and collect any supporting evidence for or against the nominee's merit to receive emeritus status. This may include, but is not limited to, obtaining a curriculum vitae from the nominee, interviewing members of the nominee's department, interviewing applicable members of the cabinet, relevant community members who have worked with the nominee, and/or students who have knowledge of the nominee.

If the committee determines that the nomination has merit, they will collect the appropriate supporting materials for the nomination and forward them to the President of the College who will forward the nomination to Board of Trustees. It is recognized that the President has the ability to deny the nomination, and, therefore, prohibit it from moving forward to the Board of Trustees. If this occurs, then the President will send the Emeritus Committee a letter explaining rationale for denying the nomination.

Forms / Online Processes

N/A

Appendix:

N/A