AIMS COMMUNITY COLLEGE PROCEDURE

EMERITUS STATUS

Emeritus Status: Emeritus status is recognition at the retirement of an employee (including careers shortened by retirement or other involuntary circumstances) who has completed a period of meritorious service. An employee may be given Emeritus status posthumously. Emeritus Status privileges are for Professional use only.

Criteria for Emeritus Status: Emeritus status is conferred upon an employee at the time of his/her retirement or death, if the individual is deemed worthy of this recognition in the judgment of the division with the concurrence of appropriate officers and the President. Conferral of emeritus status shall be based on many or all of the following factors:

- Length of service (except in special circumstances, a minimum of fifteen years);
- Quality of position performance;
- Overall contribution to the College; and
- Service to society beyond the College community.

Recommendation for Emeritus Status: Recommendations for conferral of Emeritus status begin in the division/area of current employment of the candidate. A written recommendation of the department chair or supervisor shall be forwarded with the written recommendation of the division/area administrative head. The written recommendation shall address the criteria for granting Emeritus as well as any other extraordinary circumstance that would warrant the conferral of Emeritus status. Following approval by the senior administrative body, the President may recommend approval of Emeritus status to the Board of Trustees at the next meeting.

Emeritus Privileges: Recipients of Emeritus status shall receive the following Professional privileges:

- Emeritus persons will be recognized during their lifetime in the College catalog for their emeritus status;
- E-mail;
- Full library privileges;
- Emeritus ID Card;
- A standing invitation to all College social events; and
- Such privileges as the President, in writing, may from time to time confer. A Presidential conferral does not imply that such privilege cannot be withdrawn based upon operational or budgetary concerns of the College.
- Please Note: Personal use of College property, facilities or services is not permitted.