



## **Emeritus Status Policy Riverland Policy #4.8**

### **PURPOSE:**

The award of emeritus status is intended as a special honor for system employees who have served with great distinction. Riverland Community College hereby adopts Minnesota State Board Policy 4.8 Emeritus Status in full, as Riverland Community College Policy.

### **APPLICABILITY:**

Recognition as emeritus shall not be awarded as a matter of due course, and is granted only to those whose service has been most exemplary.

To be awarded emeritus status, an employee must have:

- a. Separated, or be separating, from the position with the Minnesota State colleges and universities system for which emeritus status would be conferred;
- b. Established a record of distinguished service while employed in the position; and
- c. Completed employment in the position in good standing.

### **Faculty and Administrators.**

**Subpart A.** The president of a college or state university or the chancellor for the system office may confer emeritus status upon a faculty member or administrator who meets the requirements stated above and the policies in Subpart B.

**Subpart B.** Each college or university and the system office shall establish guidelines for the designation of emeritus status consistent with this policy.

### **RIVERLAND EMERITUS STATUS APPOINTMENTS SHALL BE BASED ON MERITORIOUS SERVICE\*.**

- A. All full-time faculty and administrators who are retired from Riverland Community College may be eligible for emeritus status. Retired faculty and administrators become eligible for nomination for emeritus status the academic year following their official date of retirement. The normal criteria for emeritus status appointment include:
- Nominee must have completed 20 years of meritorious full-time service or  
Nominee must have completed 20 years of meritorious full-time teaching or a combination of meritorious full-time teaching and academic service as a dean.
  - The Emeritus Status is recommended through consultation with college constituents to the president.
  - The president will review and determine if the nominee(s) meet the required criteria. The president may deny all nominations or name more than one Emeritus Status in any given year.

Emeritus status will include the following benefits:

1. Emeriti names will be listed in the college catalog and commencement program.
  2. Emeriti will receive complimentary class audit privileges, including all fees associated with auditing the class. However, the costs of books and other instructional materials are the emeritus faculty member's responsibility.
  3. Emeriti will be issued emeritus identification cards and parking permits.
  4. Emeriti will have the same usage of library and computer labs as faculty.
  5. Emeriti will receive college publications, theater mailings, etc.
  6. Emeriti will be invited to participate in the Awards, Recognition and Retirement banquet and commencement exercises and encouraged to participate in other academic and social functions hosted by the college.
  7. Emeriti will receive a life-long season membership to Riverland Community College Theatre and athletic events.
  8. Emeriti will have access to an Emeriti suite, including local phone and computer privileges.
- B. Emeritus status will be bestowed during the Awards, Recognition and Retirement banquet, and recipient(s) will be acknowledged during the commencement ceremonies.

**SCOPE:** Employees.

**DEFINITIONS:**

\***Meritorious service** shall include service outside the normal assigned responsibilities of teaching, curriculum development, and supervisory or administrative duties. Emphasis will be placed on contribution in areas such as student club advising, grant writing, foundation support, community relations, and philanthropic record.

**DOES THIS POLICY HAVE A PROCEDURE? Yes**

Nominations will be solicited from the college during the month of March.

**LIST RELATED POLICIES, PROCEDURES OR FORMS:**

[Minnesota State Board Policy 4.8 Emeritus Status](#)

Riverland's Emeritus Nomination Form (attached)

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**Date Issued:** 7/2005

**Responsible Division / Author:** Office of the President

**Date Revised:** 3/2006; 10/2007; 5/2009; 12/2013; 2/2020



**EMERITUS STATUS NOMINATION**

In accordance with the Emeritus Status Policy, emeritus status appointments shall be based on meritorious service. Meritorious service shall include service outside the normal assigned responsibilities of teaching, curriculum development, and supervisory or administrative duties. Emphasis will be placed on contribution in areas such as student club advising, grant writing, foundation support, community relations, and philanthropic record.

All full-time faculty and administrators who are retired from Riverland Community College may be eligible for emeritus status. Retired faculty and administrators become eligible for nomination for emeritus status the academic year following their official date of retirement. The normal criteria for emeritus status appointment include:

- Nominee must have completed 20 years of meritorious full-time service or  
Nominee must have completed 20 years of meritorious full-time teaching or a combination of meritorious full-time teaching and academic service as a dean.
- The Emeritus Status is recommended through consultation with college constituents to the president.
- The president will review and determine if the nominee(s) meet the required criteria. The president may deny all nominations or name more than one Emeritus Status in any given year.

To nominate someone for emeritus status, please provide the following information and submit it to the Office of the President, 1900 8<sup>th</sup> Avenue NW, Austin, MN 55912 **on or before March 31.**

<b>Name of Nominee:</b>
<b>Department/Division:</b>
<b>Street Address:</b>
<b>City/State/ZIP:</b>
<b>Phone/Cell Number:</b>
<b>Approximate Dates of Service:</b>
<b>Describe your nominee’s meritorious service and why he/she should receive this prestigious service award.</b> <i>Please limit comments to one page; you may use the back of this form if necessary.</i>

<b><u>Nominator Information</u></b>		
<b>First Name</b> _____	<b>Last Name</b> _____	
<b>Street Address:</b> _____		
<b>City</b> _____	<b>State</b> _____	<b>ZIP</b> _____
<b>Email address:</b> _____		
<b>Phone/Cell Number:</b> (    )    –		