



POLICY TITLE
Emeritus Professor

POLICY NUMBER
1-7080

Responsible Office: <i>Office of the Vice Chancellor for Academic and Student Affairs</i>	Effective Date: <i>11/04/2019</i>
Responsible Official: <i>Vice Chancellor for Academic and Student Affairs</i>	Last Reviewed Date:
Policy Classification: <i>Academic Affairs</i>	Origination Date: <i>11/04/2019</i>

I. POLICY STATEMENT

Baton Rouge Community College (BRCC) may grant the *Emeritus(a) Professor* title as an honorary designation for retired faculty and academic deans for meritorious service to the College. It is reserved for those who have had distinguished careers and whose significant contributions set them apart from their peers. Achieving the status of Emeritus(a) is to be viewed as the highest honor that the College may bestow upon a retiree. The Emeritus(a) Professor may continue to support the College by playing an active role in his or her academic discipline and engaging with a variety of Campus activities in a voluntary capacity.

II. POLICY RATIONALE AND SCOPE

The Emeritus(a) status may be conferred upon fully retired faculty (at any rank), those with faculty status (librarians, academic department chairs), and academic deans. Eligible candidates must be over 60 years of age and have performed a minimum of 10 years of full-time service or must be less than 60 years of age with over 20 years of full-time service to the College at the time of retirement. Emeritus(a) status may be bestowed posthumously. The candidate must have demonstrated extraordinary service to the College and achieved significant accomplishments throughout his or her career.

III. POLICY AUDIENCE

This policy is applicable to all full-time teaching faculty members of the College as well as librarians, academic department chairs and persons who have served as academic deans.

IV. POLICY COMPLIANCE

In accepting conferment of the title, the Emeritus(a) Professor will agree to observe the College's policies in relation to confidential information and data protection, protect the reputation of the College and conduct himself or herself in a manner consistent with the College's published policies and procedures. Failure to comply with College policies will result in revocation of the Emeritus(a) status.

V. POLICY DEFINITIONS

Emeritus Professor – honorary status conferred to a select few retired full-time faculty members (librarians, academic department chairs) or academic deans who have demonstrated exceptional and meritorious career service and teaching excellence. If an Emeritus Professor returns to paid employment at the College, his or her title will revert to the appropriate rank.

VI. POLICY IMPLEMENTATION PROCEDURES

A. Nominations

Retiring or retired BRCC faculty (librarians, academic department chairs) and academic deans may self-nominate or be nominated by their dean, the BRCC Faculty Senate, or academic administration. Candidates must submit an application to the Vice Chancellor for Academic and Student Affairs (VCASA) that contains the following:

1. A letter highlighting achievements and service to the department, division, and College;
2. *Curriculum vitae* that highlights career contributions;
3. A minimum of three recommendations from supervisors, colleagues, and, former students.

The VCASA convenes the Emeritus Review Committee to review the candidate's application. The Emeritus Review Committee is comprised of the following members:

- Vice Chancellor for Academic and Student Affairs
- Director of Human Resources
- A minimum of three full professors or master instructors from different divisions

B. Criteria for Awarding the Emeritus Title

The Emeritus Review Committee, in its review of the candidate's application, will look for a record of achievement establishing the candidate as a leader of extraordinary distinction. The Committee will evaluate applicants on each of the following:

1. Professional Responsibilities
 - a. *Teaching*: Evidence of outstanding teaching, including student evaluations; letters from the dean of the division, colleagues and students; and other supportive materials that may include yearly evaluations.

b. *Professional and Administrative*: Service to the College and Community on behalf of the College; letters from the dean of the division, colleagues and students; and other supportive materials.

2. Professional Development

a. Evidence of currency in the field over the course of their career; involvement in professional organizations; and scholarship.

The VCASA will forward the recommendations approved by the Emeritus Review Committee to the Chancellor's office for further review and final approval.

C. Emeritus Benefits

1. Free parking upon registration with the Office of Campus Safety and receipt and display of an emeritus parking permit.
2. Temporary office space if the division has space available.
3. College ID and network/email access credentials.
4. Access to library resources and services.
5. Use of the College's Wellness Center.
6. Attendance at graduation and convocation, including marching in full regalia with other members of the emeritus faculty member's academic discipline.
7. Listing in the College's academic catalogs and faculty/staff directory as emeritus faculty.

D. Obligations of Emeritus to the College

1. The emeritus faculty will identify himself or herself as an emeritus faculty member when engaging in any professional activity that pertains to the College or use of its resources.
2. The emeritus faculty will adhere to the highest academic, civic and ethical standards. Failure to do so will result in the revocation of the honorary title.
3. The emeritus faculty understands that there is no remuneration received by the holder of the title and he/she does not exercise any of the normal administrative functions associated with the title. By virtue of the title, the recipient is not entitled to membership in Faculty Senate or any other College body.



VII. POLICY RELATED INFORMATION

This policy shall be in compliance with LCTCS Policy #1.030, and any other federal, state and local laws that apply to volunteer work.

VIII. POLICY EXCEPTION

There are no exceptions to this policy.

IX. POLICY HISTORY AND REVIEW CYCLE

This is a new policy.

X. POLICY URL

This policy may be found at the BRCC website at <http://www.mybrccd.edu>

XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL

A handwritten signature in black ink, appearing to read 'Willie Smith', is written over a horizontal line.

Willie Smith, Sr., Ed.D.
Interim Chancellor

11/04/2019

Date
Effective Date of Policy