

WESTERN NEBRASKA COMMUNITY COLLEGE

President's Procedure

TITLE:	Emeritus Classification
DIVISION:	Human Resources
CATEGORY:	Personnel
REFERENCE:	BP-422 Emeritus Classification Policy
NUMBER:	PP-422
DATE OF APPROVAL:	March 10, 2020
APPROVAL:	Dr. Carmen Simone, President

This procedure defines the eligibility requirements that faculty and administrators must meet in order to be eligible to receive the title of “Emeritus” upon retirement.

Definitions

Emeritus: An honorary title bestowed upon an individual that corresponds to the previously held title after retirement, e.g., professor emeritus or administrator emeritus.

Procedure

In an effort to recognize outstanding service of a WNCC faculty member or administrator, this procedure hereby establishes the honorary status of “Emeritus.”

A full-time WNCC faculty member or administrator is eligible for nomination for the honorary status of “Emeritus” if the faculty member or administrator:

- Has been in the continuous employ of the College for a minimum of ten (10) years and/or has an outstanding record of dedicated service;
- Is retiring from employment prior to the next contract year or has previously retired; and
- Is at least 55 years of age.

Nominations can be made by any full-time employee, including administrators, faculty, or staff members. Nominations must include sufficient pertinent information as to why the employee should be considered and should be forwarded to the nominee’s vice president prior to April 1 of the year the employee is to receive the award. The vice president shall review the records of the individual nominated to determine if he/she meets the criteria required for nomination and, if so, forward it to the President. After due consideration, the President shall then present the valid nomination to the Board. The Board shall review the nomination and, by simple majority vote, appoint the nominated individual to the honorary status of:

- Administrator Emeritus
- Professor Emeritus

Revising this Procedure

This President's Procedure supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, or as new laws require attention.