

BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE**EMERITUS STATUS****Date approved by cabinet: April 26, 2023****Effective Date: June 5, 2023****Expiration date (5 years from effective date if not renewed): June 5, 2028****Section 1. Purpose**

- 1.1. To establish the process for granting the status of Emeritus upon a retired faculty member or administrator of BridgeValley Community and Technical College, to define criteria for consideration and benefits granted with the status. The rule is applicable to retiring faculty or administrator of BridgeValley with ten or more years of service and holds the rank of Associate Professor or higher. Emeritus status can also be awarded on significant contributions to the College.

Section 2. Procedure

- 2.1. BridgeValley Community and Technical College (College) shall consider conferring Emeritus status on faculty members or administrators whose retirement is announced and who meet the requirements for meritorious contributions to the College.
- 2.2. Title of Emeriti
 - 2.2.1. The College is grateful for the past service and numerous contributions of its retired faculty and recognizes their enduring worth through continued affiliation as an Emeritus faculty member. Emeritus/emeriti status is granted to retiring full-time faculty in recognition of dedicated, meritorious, and substantial service to the College in teaching, research, or extension in a professional field of higher education. It is an earned honorary rank, and as such, entitles its holders to commensurate rights and privileges upon approval by the Faculty Senate, Division Dean, Vice President of Academic Affairs, and President. The awarding of this title is an honor and will not be automatically conferred on all retiring faculty.
- 2.3. Eligibility
 - 2.3.1. The retiring faculty member or administrator must have been at the institution for ten (10) or more years and hold the rank of Associate Professor or higher. Faculty members who do not meet the criteria of ten years of service or rank of Associate Professor may receive emeritus status if their contributions to the College and higher education are so significant that they bring state, national, or international recognition to themselves and to the College.

- 2.3.2. The faculty member or administrator must retire from active service according to the provisions of a retirement system approved by the Community and Technical College System of West Virginia. If the faculty member returns to full-time active teaching for the College, emeritus status will be revoked for the length of the full-time employment period.

2.4. Process

- 2.4.1. A member of the faculty, staff, or community of BridgeValley Community and Technical College may submit the name(s) of retiring or retired faculty members they would like to nominate for emeritus status to the Dean of the Division in which the retiring faculty member is housed, VP of Academic Affairs, and the Chair of the Faculty Senate by December 31 each year.
- 2.4.2. The Dean will then be responsible for compiling information to justify support for the award according to eligibility criteria. The Dean will forward to the Vice President of Academic Affairs the documentation and nominations along with a brief written statement indicating whether or not the Dean concurs that emeritus status should be conferred on the nominee.
- 2.4.3. The Vice President of Academic Affairs shall review the materials sent by the Dean, and shall forward to the Faculty Senate the nomination, the letter from the Dean, and any supporting documentation provided by the Dean, along with a brief written statement indicating whether or not the Vice President of Academic Affairs concurs that emeritus status should be conferred on the nominee. The Vice President of Academic Affairs, the Faculty Senate Chair, and/or the President may request additional supporting information regarding the nomination, as needed, at any point in the process.
- 2.4.4. The Faculty Senate shall consider such nominations during the Governance Day meeting closest to February 15. Once received by the Senate, the Senate shall by simple majority vote on the materials presented in order to determine whether the Senate recommends bestowing emeritus status. The materials along with a written statement indicating the recommendation of the Senate will be sent to the President for approval/recommendation. The President's decision on granting Emeritus status is final.
- 2.4.5. The President will notify Human Resources of the confirmation of Emeritus status, and Human Resources will maintain a list of those granted emeritus status.
- 2.4.6. Revocation of Emeritus status is at the discretion of the President. Revocation is appropriate when the Emeritus faculty member engages in behavior that brings discredit on the College.

2.5. Rights and Privileges

- 2.5.1. Emeritus status shall confer the following rights:
 - 2.5.1.a. May keep their faculty campus e-mail address.
 - 2.5.1.b. May receive a free campus parking pass.
 - 2.5.1.c. May receive invitations to special events hosted by the College, including the graduation ceremony.
 - 2.5.1.d. Will be acknowledged in the College catalog under “Faculty” with designation of their rank and “Emeritus Status”.
 - 2.5.1.e. Are able to participate in Advisory Committee meetings.
 - 2.5.1.f. Are entitled to faculty privileges pertaining to payment of fees for courses in which they or their spouse may wish to enroll.
 - 2.5.1.g. Shall have the right to faculty discounts, where available, for the College bookstore, performances, and exhibitions.
 - 2.5.1.h. May participate in professional, in-service activities such as faculty development seminars and faculty retreats.
 - 2.5.1.i. Are retained on mailing lists for regular College communications.
 - 2.5.1.j. Are listed in the Faculty/Staff contact directory.
- 2.6. Responsibilities of Emeriti
 - 2.6.1. Emeriti are encouraged to be a resource for their department, division, and college. The institution encourages the continued voluntary participation of emeriti in the academic community.
 - 2.6.2. Emeriti are expected to follow institutional rules and regulations while exercising their rights and privileges on campus.
 - 2.6.3. Emeriti should be reasonably available to participate, when invited, for the College’s general functions such as commencement, departmental events, and other occasions when their presence would benefit the institution.
 - 2.6.4. Emeriti should be reasonably available to act as mentors for faculty and students, when requested to do so, and to confer their years of experience for the benefit of the College community.
 - 2.6.5. Emeriti should serve as good-will ambassadors for the College.