



## Cochise College Administrative Policy

**Category: Instruction**  
**Policy Number: 3023**  
**Title: Emeriti Faculty**

Cochise College recognizes the profession of teaching as a lifetime commitment for many members of its faculty. Although retired from full-time participation, these individuals may desire to make many more contributions to the education process.

In recognition of the continued value of these individuals and as a method of rewarding their exemplary past service, Cochise College awards emeriti status to selected retired faculty members.

### **Procedure 3023.1** **Eligibility**

Retired members of the full-time teaching and non-teaching faculty who meet the following criteria are eligible for emeriti status:

1. Have retired from Cochise College within the last five years
2. Have served as a faculty member at the college for 10 or more years anytime during employment at Cochise College
3. Have consistently made significant meritorious contributions to the instructional process during those years, and
4. Are in good standing with the institution at retirement

Requests for exceptions to the above criteria, along with supporting documentation, shall be forwarded to the Vice President for Instruction/Provost for approval prior to the selection committee meeting.

### **Procedure 3023.2** **Selection**

1. Human Resources will send a list of all eligible candidates to the Vice President for Instruction/Provost prior to December 1.
2. The Vice President for Instruction/Provost and the Senate Chair will request letters of nomination from departments, supervisors, and colleagues of eligible retirees.
3. The Vice President for Instruction/Provost will call a meeting of a committee consisting of all current faculty members (department chairs included) with a minimum of 10 years of full-time teaching service with the college. This committee will review the files and recommend nominees to the President who will take the final determination on

recommendations to the Governing Board. A maximum of two retirees may be recommended for emeriti status in a given year. The recommendations will be made by a secret vote of the committee members present. A simple majority is required in order to recommend a candidate to the college President. If more than two retirees receive a majority vote, the two with the highest number of votes will be recommended to the President.

4. The President will obtain the concurrence of nominees before sending recommendations to the Governing Board.
5. At the March board meeting, the Governing Board will consider the nominations of the President and award emeritus status at its discretion.
6. The President will make appropriate recognition of awards at the annual commencement ceremony.

### **Procedure 3023.3 Recognition**

The college will award emeriti faculty status for the lifetimes of the recipients and will accord the recipients the following special considerations:

1. They will continue to be listed in the college catalog, identified as emeriti faculty.
2. Emeriti faculty may choose to take part in the academic procession at commencement and will march at the head of the faculty. They may also choose to take part in other ceremonies and appropriate faculty gatherings.
3. Emeriti faculty may request to serve on various committees and advisory panels serving the academic needs of the college based on approval by the Vice President for Instruction/Provost.
4. Emeriti faculty may choose to receive newsletters and other communications and similar courtesies appropriate to their status.

In every sense practicable, emeriti faculty will be considered professional peers of the faculty and staff of Cochise College. They will be encouraged to participate in the growth of the college and in the betterment of college service to students and to Cochise County.