

# **Emeritus Status Policy -- Recognition of Deserving Hinds Community College Faculty and Nonteaching Professional Retirees**

## Policy Statement

The emeritus designation is awarded to retired faculty members and nonteaching professionals who have served Hinds Community College with distinction for an extended time. The status recognizes persons who have excelled in a variety of professionally related areas throughout their careers and/or who have made a significant contribution to Hinds Community College.

Faculty and non-teaching professionals who meet the following criteria are eligible to be considered for emeritus status:

1. The individual has a minimum of 30 years of service to education.
2. The individual has a minimum of 15 years of honorable and distinguished service at Hinds Community College.

## Procedure for Emeritus Status Approval

1. Prior to October 1, the Emeritus Status Nomination Form and supportive documentation are due in the president's office.
2. October – Recommendations for emeritus status are made by a committee appointed by the president.
3. November – Committee recommendations for emeritus status, approved by the president, are submitted for approval to the Board of Trustees.
4. December – The faculty members and/or nonteaching professionals are notified by the president in writing as to whether their nomination for emeritus status was approved or not approved. Copies of the letter will be forwarded to the vice president, dean and department chair /director, and the Department of Human Resources.
5. January – Presentation of the emeritus title is made during the Faculty Convocation.

## Criteria for Selection

Nominated individuals should exhibit excellence in any combination of the following areas:

1. exemplary teaching
2. service to the college and community
3. scholarly research projects
4. publications
5. honors bestowed by other colleges or by professional associations, societies or organizations
6. exceptional service in the profession on a national level
7. invited lectures or speaking engagements
8. civic or community recognitions

## Privileges

The emeritus retiree is entitled, but not required, to:

1. represent the college at ceremonies of other colleges, universities and organizations when appointed by the president to do so, and serve on committees
2. if faculty, use the title Professor Emeritus of Hinds Community College
3. if nonteaching professional, to use their previous title along with emeritus, e.g. Academic Dean Emeritus of Hinds Community College
4. be listed with emeritus status in the college catalog and in other appropriate publications
5. attend department meetings by invitation of the department chair/director

In addition to benefits available to all retirees from the college, the emeritus retiree is entitled to:

1. an Emeritus Status ID Badge which will allow access to campus activities and services
2. regular postal mailbox
3. a faculty parking decal
4. library usage
5. use of the Emeritus Room located in the Institutional Advancement Office
  - voice mailbox
  - office space
  - computer/internet accessibility
  - individual lockable filing drawer

# EMERITUS STATUS NOMINATION FORM

\_\_\_\_\_  
Name Title at Time of Retirement

\_\_\_\_\_  
Home Address Effective Date of Retirement

\_\_\_\_\_  
City State Zip Years of Service / Years of Service  
In Education At Hinds

\_\_\_\_\_  
Proposed Emeritus Designation (e.g., Professor Emeritus of History)

\_\_\_\_\_  
Nomination Submitted by

\_\_\_\_\_  
Relationship To Person Nominated

\_\_\_\_\_  
Date

## APPROVALS (Signature and Date):

\_\_\_\_\_  
Nominee Date

\_\_\_\_\_  
Department Chair/Director Date

\_\_\_\_\_  
Dean Date

\_\_\_\_\_  
Vice President Date

\_\_\_\_\_  
President Date