

Please refer to Tennessee Board of Regents [Policy No. 5:02:01:10](#)

Faculty Emeritus status is an honor bestowed upon retired Pellissippi State faculty members in recognition of distinguished service to the College.

I. Qualifications

Faculty who have served Pellissippi State full time for at least ten years, have retired from an academic department, and have made significant contributions to the College shall be considered for Faculty Emeritus.

II. Application Process

- A. The candidate for faculty emeritus must apply for emeritus status within five years from the date of retirement.
- B. To apply for faculty emeritus status, the retired faculty member must submit an application letter to the department dean of the last academic department in which he or she served as a faculty member.

The application letter must include the following information:

1. a statement of intent to apply for faculty emeritus,
2. the retired faculty member's name,
3. dates of service to the College,
4. date of retirement,
5. contact information (address, phone number, e-mail address, etc.) and,
6. a brief narrative (no more than two pages) outlining the candidate's teaching career. The narrative can be in paragraph or bullet list format. The narrative should include (but is not necessarily limited to) any special achievements the retired faculty member attained while teaching (i.e. program coordinator, department dean, lead teacher, etc.); service to the College (i.e. committee work, participation in Faculty Senate, participation in faculty and college events, coordinating student groups, etc.); any teaching awards earned (i.e. teacher of the year, excellence in teaching, innovations award, etc.); and service to the community. The narrative must demonstrate that the retired faculty member performed classroom teaching and service to the College above the minimum requirements of the faculty position description as outlined in Policy 06:01:01 Faculty.

- C. A tenured faculty member or department dean may also initiate the application process on behalf of a qualified candidate, provided the recommendation is made within defined time limits and demonstrates the requirements above.
- D. The application letter must be submitted to the department dean by January 15 of any calendar year during the five-year period from the date of retirement. The department dean will forward the intent letter to the chair of the college-wide Faculty Emeritus Evaluation Committee. This will be a standing committee whose function is to evaluate candidates applying for faculty emeritus status. The Committee will consist of one representative from each academic department and have one chair. Members of the Committee will be appointed by the president of the College for a three-year term. The Committee will meet each year in spring semester to evaluate applications for faculty emeritus. No meetings will be conducted if there are no candidates for faculty emeritus.
- E. The Faculty Emeritus Evaluation Committee will review and evaluate the candidate's application. The evaluation should include (but is not necessarily limited to) reviewing the candidate's narrative summarizing service to the College, reviewing the candidate's annual supervisor evaluations, and conferring with the department dean of the candidate's academic department. Based on this information, the committee's responsibility is to determine if the candidate has made contributions above the normal requirements of faculty through distinguished service.
- F. Based on the evaluation, the Committee will make a recommendation to the chief academic officer to approve or not approve the candidate for faculty emeritus. Recommendations from the Committee will be made by March 31 following the candidate's application.
- G. The chief academic officer will review the application and the advice of the Faculty Emeritus Evaluation Committee and then make a recommendation to the president to approve or not approve the candidate for faculty emeritus. The president will then make the final decision on whether or not to award the candidate faculty emeritus status.

III. Privileges

Emeritus faculty shall be entitled to privileges available to current faculty, including, but not limited to, a library card, a faculty parking permit, appropriate computer and e-mail accounts, and access to all commonly available college facilities. These privileges shall carry the same responsibilities required of all faculty.

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