



**POLICY 06:01:05  
FACULTY EMERITUS**

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. Full-time faculty who have served Pellissippi State for at least ten (10) years, retired from the Academic Division, and who have made significant contributions to the College shall be considered for Faculty Emeritus. The candidate for Faculty Emeritus must apply for emeritus status within five (5) years from the date of retirement. Exceptions to the five year application limit will be those considered for posthumous recommendations and those who retired more than five years prior to the adoption of this policy.

To apply for Faculty Emeritus, the retired faculty member must submit an application letter to the Department Dean of the last academic department in which the candidate served as a faculty member.

The application letter must include a statement of intent to apply for faculty emeritus, the retired faculty member's name, dates of service to the college, date of retirement, contact information (address, phone number, e-mail address, etc.), and 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 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, classroom innovation, 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 descriptions.

A tenured faculty member or Department Dean may also initiate the application process on behalf of a qualified candidate (or for a posthumous recommendation), provided the recommendation is made within defined time limits and demonstrates the requirements above.

The application letter must be submitted to the Department Dean by November 1<sup>st</sup> of any calendar year during the five year period from the date of retirement. The Department Dean will forward the intent letter to the Chairperson of the college-wide Faculty Emeritus Evaluation Committee.

The Faculty Emeritus Evaluation Committee will review the candidate's application, confer with the Department Dean of the candidate's department, review the candidate's annual self evaluations, and make a recommendation to the Vice President of the Division of Learning to approve or not approve the candidate for Faculty Emeritus. Recommendations from the committee will be made by March 31<sup>st</sup> following the candidate's application. The committee will base its recommendation on the candidate's classroom teaching and service to the college above the normal requirements of the faculty position the candidate held.

The Vice President of the Division of Learning will review the application and the advice of the Faculty Emeritus Evaluation Committee and then make a recommendation to the President of the college to sanction or not sanction the candidate for Faculty Emeritus. The President of the college will then make the final decision on whether or not to award the candidate Faculty Emeritus status.

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 regular faculty.

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Approved: President Allen G. Edwards, July 20, 2009

## **FACULTY EMERITUS EVALUATION COMMITTEE**

The Faculty Emeritus Evaluation Committee will be a standing, college wide committee whose function is to evaluate candidates applying for Faculty Emeritus.

The committee will consist of one representative from each academic department and have one Chairperson. Members of the committee will be appointed by the President of the college for a three (3) year term.

The committee will meet each year in the fall and spring semesters to evaluate candidate's applications for Faculty Emeritus. The evaluation should include (but is not necessarily limited to) reviewing the candidate's narrative summarizing their 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 significant enough contributions above the normal requirements of faculty, through distinguished service, and make a recommendation to the Vice President of the Division of Learning.