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| Committee Meeting: Policy & Governance Committee | Date: July 11, 2022 |
| Committee Chair: Melodie Baker | |
| New or Edited: Edited | |

POLICY NAME: Policy on Emeritus Status

POLICY TYPE: Board

SUBMITTED BY: Daniel Bartkowiak, Information Security Officer (Information Technology Services)

ISSUE OR STATEMENT OF PURPOSE: To establish criteria and benefits for Emeritus Status for Faculty, Counselors, Librarians, Administrators, and members of the Board of Trustees. The benefits of Emeritus Status include the use of the title Emeritus, use of the College libraries and other benefits that the College may so designate.

NEW OR EDITED POLICY: Edited

POLICY:

Emeritus Status may be awarded by the Board of Trustees of SUNY Erie Community College to: (1) those retired faculty members, counselors, and librarians who have demonstrated excellence in teaching, provide direct assistance to students, and/or contribute to the development of the College throughout their years of service; and (2) those retired administrators, including Trustees, who have demonstrated excellence in performing the responsibilities of their office, held a leadership role within the College during their tenure, provided direct assistance to students, and/or contributed to the development of the College throughout their years of service.

To be considered for Emeritus Status, the Nominee must have:

- Been in the employ of SUNY Erie Community College for a minimum of 15 years; or
- Served on the Board of Trustees; or
- Retired as a faculty member at the rank of professor, a librarian or a principle counselor; or
- Retired as an administrator

Under no circumstance may candidates apply - or self-nominate - for Emeritus Status.

The formal nomination of a candidate for Emeritus Status may be initiated by a faculty member, counselor, librarian, department chair, professor/department head, Dean, Executive Dean, Vice Provost, Vice President, Executive Vice President, the President of SUNY Erie Community College, or a member of the Board of Trustees.



POLICY NAME: Policy on Emeritus Status - **Continued**

A nomination form and supporting materials must be submitted for review to the appropriate office that is responsible for the college department from which the nominee retired. Peer review of recommendation of former employees will include a College Senate Process.

Nominees who find themselves involved in the process, for example as a member of the Senate or Board of Trustees must recuse themselves from discussions and votes. After review, the appropriate Executive Vice President may submit a recommendation to the President of the College who, in turn, will forward recommendations in support of the nominee's candidacy to the Board of Trustees. In the case of Board of Trustee nominees, however, supporting materials shall be reviewed by the office of the President. The Board of Trustees will act upon the recommendation of the President, thereby completing the process. Human Resources will track the individuals to whom Emeritus status has been granted.

DOES IT SUPERCEDE A POLICY: Yes, Policy on Emeritus Status, Board of Trustees approved March 26, 2020.

POLICY & GOVERNANCE COMMITTEE RECOMMENDED ACTION:

Policy & Governance Committee recommends the Board of Trustees approve this Board policy under Committee Briefings, Policy and Governance Committee. This Policy supersedes all prior policies/procedures and practices related to the Policy on Emeritus Status.

POLICY & GOVERNANCE COMMITTEE MEMBERS PRESENT: Trustee Melodie Baker, President David Balkin, Provost and Executive Vice President Adiam Tsegai, Vice President of Enrollment Management Erikson Neilans, Dean of Business and Public Services, Juan Martinez, Dean of Students Petrina Hill-Cheatom, SGA Representatives Amara Fields and Samer Assaf.

DATE OF BOARD APPROVAL: July 28, 2022

POLICY & GOVERNANCE COMMITTEE TEAM FOLLOW-UP:

Following Trustee approval, this Board policy will be included in the SUNY Erie Community College Board of Trustees Policy Manual.

INFORMATION/INPUT CONSIDERED DURING POLICY & GOVERNANCE COMMITTEE DELIBERATIONS:

The Policy has been reviewed and discussed at the Policy & Governance Committee meeting of March 30, 2022, June 15, 2022 and July 11, 2022



POLICY NAME: Policy on Emeritus Status - **Continued**

History:

| Item: | Date: | Explanation: |
|------------------------|----------------|---------------------|
| BOT Review and Revised | July 28, 2022 | |
| BOT Review and Revised | March 26, 2020 | |
| BOT Review/Reaffirmed | August 2007 | |
| BOT Review/Reaffirmed | September 2000 | |
| BOT Review/Reaffirmed | June 1988 | |

SUNY Erie Cross References:

| Policy Name or Procedure: | Where to find: |
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Next Steps:

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