



## Operating Protocol & Procedure

### Details:

Number: 216

Title: Emeritus Recognition

Category: Employees

Office of Primary Responsibility: President's Office

Approval Date: 4/28/14

Effective Date: 4/28/14

Revised: 1/11/16, 4/26/17, 5/7/18, 3/3/22, 5/6/24

Reviewed: September 2024

### Purpose:

To establish an inclusive and consistent practice that recognizes faculty, staff, and instructors who have made significant contributions to Pueblo Community College over an extended period of time, and to clarify the qualifications for recognition as well as a process for awarding such honors.

### Applicability:

All eligible retirees with over 10 years of service to Pueblo Community College.

### Definitions:

**Professional Emeritus:** an honorary title conferred upon retired APT and Classified employees who have demonstrated exceptional skill and leadership in their primary roles and have dedicated themselves to improving the educational environment during a well-established career at Pueblo Community College

**Professor Emeritus:** an honorary title conferred upon retired Faculty, Teaching-APT employees, and part-time instructors whose vast contributions to teaching and learning during a long and dynamic career at Pueblo Community College will have an enduring impact well beyond their tenure.

**Teaching-APT:** an APT employee whose essential job functions include teaching at least 3 credits (or equivalent contact hours) per year.

### References:

None

### Attachments or Related Forms/Documents:

A – Qualifications for Professor Emeritus or Professional Emeritus

## Operating Protocol:

This protocol provides eligibility criteria, qualifications for recognition, and procedures for the appointment of faculty, staff, and instructors to the status of Professor Emeritus or Professional Emeritus.

Due to the nature of these titles, they are reserved for only those individuals who have made significant contributions to Pueblo Community College over an extended period of time. These titles carry an implicit connotation of merit and extend certain privileges for the duration of a lifetime.

## Procedure:

### **A – Eligibility Criteria**

#### Employment Requirements:

1. A minimum of ten years of demonstrated excellence in teaching and/or primary job functions, with Pueblo Community College; service to another institution within the Colorado Community College System is not considered toward the ten years of service.
2. Leadership, advocacy, and/or service to the college that is generally accepted as resulting in a significant contribution, advancement, influence and/or positive impact on students, college operations, facilities, the educational environment and/or surrounding communities.
3. No violation of discrimination, harassment, retaliation, bullying, violence, or firearms policies.

### **B – Nomination Process**

1. Human Resources will forward to the President's Office the names of retirees who meet the eligibility requirements for Emeritus.
2. By November 15<sup>th</sup> of each year, the President's Office will form a task force whose responsibility will be to review, select, and nominate retirees eligible for consideration for Emeritus status.
3. The task force will collect and verify documentation from divisional deans, supervisors, and colleagues to determine status qualifications and to identify nominees using the selection criteria in Attachment A.
4. The task force shall forward recommendations to Cabinet and the College President by March 1<sup>st</sup>.
5. Cabinet and the College President will review the recommendations and offer final approval at the first Cabinet meeting in March. In the rare occasion that Cabinet or the College President has reason to deny Emeritus status to an employee/retiree who has been recommended by the task force, they shall provide written justification to the task force within five days of their decision.
6. The President will notify employees/retirees of receipt of Emeritus status, commensurate rights and responsibilities of the honor, and provide information on how to access those rights.
7. After receiving Emeritus status from the College President, recipients will be recognized at an All-Faculty meeting and/or college meeting, and/or graduation-related activity in April/May.

### **C - Rights, Privileges and Responsibilities of a Staff/Faculty Emeritus Member**

In addition to any generally available rights and privileges for retired personnel, rights and privileges of Emeriti Staff/Faculty shall include the following:

1. Use of the designated Emeritus title, Pueblo Community College
2. Included on an email mailing list for Emeritus Staff and Faculty
3. Invitations to serve on college advisory boards, Search & Screen committees, etc.
4. Invitations to speak as guest lecturers and/or presenters on subjects of expertise
5. Invitations to attend co-curricular events and college celebrations
6. Pueblo Community College Library privileges
7. Working space in the Teaching and Learning Lab (Orman campus)

8. Listing in the commencement program
9. Reserved seating at College Convocations
10. Employee discount at PCC Bookstore
11. Name on a recognition display
12. A gift with their honorary title displayed

**ATTACHMENT A**  
**Qualifications for Professor Emeritus or Professional Emeritus**

Nominee must have met four (4) or more of the criteria while employed by and performing services for Pueblo Community College.

<b>Professor Emeritus</b>	<b>Professional Emeritus</b>
Ten or more years of highly effective teaching as evidenced on yearly Performance Plans and/or Classroom Observations	Ten or more years of highly effective performance in primary job responsibility as evidenced on yearly Evaluations
15 or more years as Faculty or Teaching-APT employee	15 or more years as a permanent, full-time employee
Tier III status with 20 or more years teaching as a part-time instructor for at least 3 credits per year	20 or more years serving the college as part-time employee
Presented at two or more conferences and/or contributed to the advancement of knowledge in their field through published work	Presented at two or more conferences and/or contributed to the advancement of knowledge in their field through published work
Three or more nominations for Faculty of the Year and/or demonstrated contributions to improved student success as evidenced on yearly Performance Plans and/or Classroom Observations	Three or more nominations for Employee of the Year and/or other Staff Awards/Honors
Five or more years in leadership roles in program area(s), college committees, and/or Mentoring	Five or more years in leadership roles in department area(s), college committees, and/or Mentoring
Consistently demonstrated advocacy for and participation in ongoing efforts to improve college IDEA policies and practices for five or more years	Consistently demonstrated advocacy for and participation in ongoing efforts to improve college IDEA policies and practices for five or more years
Instrumental in at least one long-lasting improvement to college policies, protocols, programs, and/or practices that directly impact teaching and learning	Instrumental in one or more long-lasting improvement(s) to college policies, facilities, protocols, programs, and/or practices that improved the educational environment at PCC
Represented the interests and values of Pueblo Community College for 5 or more years by serving System-wide and/or community boards, committees, and/or activities	Represented the interests and values of Pueblo Community College for 5 or more years by serving System-wide and/or community boards, committees, and/or activities
A true professional: dependable, ethical, solution-driven, eager to share knowledge, inspiring, and a joy to be around	A true professional: dependable, ethical, solution-driven, eager to share knowledge, inspiring, and a joy to be around
Evidence of a notable contribution that carries a lasting, positive impact on the college community beyond their tenure	Evidence of a notable contribution that carries a lasting, positive impact on the college community beyond their tenure