

## ***General Policy – Staff Emeritus Status***

### **Definition:**

Achieving the status of Emeritus is to be viewed as the highest honor that Bismarck State College may bestow upon a retired administrator or professional.

The Emeritus status may be granted upon or after retirement to senior administrators or professionals based on the Broadbanding Procedures (excluding emeritus status for presidents) who have demonstrated exemplary academic leadership and service to the college and its communities (in accordance with SBHE Policy 430.2).

- Eligible staff will be conferred the title of Emeritus.
- Emeritus status shall not include salary or other compensation or other rights, except privileges specified in institution policies or procedures (in accordance with SBHE Policy 430.2).

### **Eligibility:**

- Staff that no longer receive benefits through the college (previously a benefited employee) are considered retired for the purpose of this policy.

### **Guidelines for Nomination:**

- The Nomination for Emeritus Status form can either be submitted by a BSC employee for an individual, or an individual may self-nominate for emeritus status.

Factors included in considering a candidate for emeritus status may include, but are not limited to:

- Significant contribution to the college, community, and state.
- Particularly distinguished service to the staff member's area of service.
- Length of service.

### **Nomination Procedure:**

- Submit a staff nomination form to the President of the Staff Senate.
- Include a curriculum vitae and minimum of 2 letters of support from the BSC community.

- Routed to the Staff Senate Professional Development Committee for a thorough evaluation.
- The committee will make a recommendation to the Staff Senate.
- The Staff Senate shall vote and approved nominations will be sent to the Executive Council for final approval. If approved, the appointee is notified in writing by the President.
- If at any point the eligible nominee is denied, that person will be notified by the chair of the Professional Development Committee.

### **Privileges and Services:**

- Listing in College catalogs as Emeritus Bismarck State College.
- Rank conferred and honored during the Employee Recognition dinner the following December.
- Receive invitations to participate in College public ceremonies such as academic processions, convocations, and appropriate social functions.
- Use of the title of Emeritus Bismarck State College.
- Receive a certificate conferring their Emeritus title.
- Listing as Emeritus in the BSC employee directory.
- Go to Campus Information for a BSC photo ID card.
- Receive employee discounts with BSC ID card for activities, cultural events, bookstore purchases, software/updates, and use of campus recreational facilities.
- Upon invitation by BSC boards or committees, may serve or attend a meeting.
- May request and pay for business cards listing their Emeritus title.
- Eligible for employee BSC Library privileges and services including:
  - Borrowing circulating library materials.
  - In-house and remote access to Library databases and other electronic resources.
  - Interlibrary Loan services.

### **Other:**

Once awarded, emeritus designation continues in perpetuity unless the recipient violates College policies or procedures, or engages in egregious conduct that would reflect poorly on the College. The President has the authority to and may revoke emeritus status at any time.

### **History of This Policy:**

First policy drafted by the Faculty Senate during the 2008-09 academic year. Policy approved by the Operations Council on March 25, 2009 and the Executive Council on April 6, 2009.

Revisions - Revised by the Faculty Senate on February 2, 2012 and approved by the Staff Senate on February 21, 2012. Reviewed by the Operations Council on March 14, 2012 and approved by the Executive Council on March 29, 2012; October 21, 2016; approved by the Staff Senate on

March 21, 2017, approved by the Faculty Senate on April 6, 2017, reviewed by the Operations Council on April 12, 2017 and approved by the Executive Council on May 2, 2017; reviewed by Operations Council on November 13, 2019 and approved by the Executive Council on December 4, 2019; reviewed by the Operations council on January 8, 2020 and approved by the Executive Council on January 28, 2020.