

Procedure for the Designation of Faculty/Librarians as Emeritus

1. Human Resources and Equal Opportunity will provide a list of all faculty/librarians retirees to the Provost and Academic Vice President at the end of each academic year
2. Retired tenured faculty/librarians will be invited to self-nominate for emeritus status
3. All nominations will be considered by the Committee on Emeritus Status
4. The Committee on Emeritus Status will use the following guidelines to evaluate each candidate:
 - Length of service at the time of retirement with a suggested minimum of fifteen years at Salem State College
 - quality of service
 - Scholarly work and publications
 - Contributions to the College
 - Community activities
 - Teaching effectiveness
5. The Committee will make recommendations to the Provost and Academic Vice President, who will forward her/his recommendation, with those of the Committee to the President
6. The President will present the candidates she/he deems deserving to the Board of Trustees, who will confer Emeritus Status
7. Faculty/librarians will be conferred with Emeritus Status at the rank they held upon retirement
8. Faculty/librarians designated emeritus will enjoy at least the following privileges:
 - Participation in academic convocations and commencement
 - Faculty/librarian privileges at the library
 - Possession of the College identification card
 - Inclusion on mailing lists
 - Parking in campus lots designated for faculty/librarians
 - Listing in the College Catalog
 - Emeritus faculty/librarians may attend college faculty/librarian meetings, but may not vote
9. In special circumstances, the President may modify the fifteen year policy for length of service at the time of retirement provided that all of the other criteria are met

SALEM STATE COLLEGE
ACADEMIC AFFAIRS

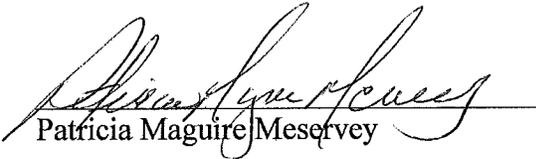
MEMORANDUM

TO: Patricia Maguire Meservey, President
FROM: Kristin G. Esterberg, Provost and Academic Vice President *KGE*
RE: Policy on Designation of Faculty and Librarians as Emeritus
DATE: September 26, 2009

Accompanying this memorandum is a draft of a new procedure for awarding faculty/librarian emeritus status. I am submitting this draft to you for your approval.

KGE/lmc

Approve:


Patricia Maguire Meservey

Disapprove:

10/27/09
Date

Comments, if any:

Distribution

President's Cabinet

Academic Affairs (original)

Human Resources and Equal Opportunity

President, Salem Chapter/MSCA

POLICY on DESIGNATION of FACULTY and LIBRARIANS as EMERITUS

1. The Committee on Emeritus Status will consider all retiring faculty and librarians for the title emeritus.
2. As guidelines, the committee will use the following:
 - length of service at the time of retirement with a suggested minimum of fifteen years at Salem State College
 - quality of service
 - scholarly work and publications
 - contributions to the College
 - community service
 - teaching effectiveness
3. The Committee will make recommendations to the Provost and Academic Vice President who will forward her recommendation along with those of the Committee to the President, who will make her recommendation to the Board of Trustees for Final approval.
4. Faculty and librarians approved by the Board of Trustees will be designated emeritus at the rank they held upon retirement (e.g., Associate Professor emeritus.)
5. Faculty and librarians designated emeritus will enjoy at least the following privileges: participation in academic convocations and commencement; faculty and librarian privileges at the Library; possession of the College identification card; inclusion on mailing lists; parking; listing in the College Catalog. Emeritus faculty and librarians may attend college faculty and librarian meetings, but may not vote.
6. In special circumstances, the Board of Trustees may modify the fifteen year policy for length of service at the time of retirement provided that all of the other criteria are met.