

PROFESSOR EMERITA/EMERITUS POLICY

Professor Emerita/Emeritus status is the highest accolade Allegany College of Maryland can bestow on a faculty member who has retired. It is not viewed as an automatic designation for years of service, but as an honor earned through meritorious service beyond the norm for the position.

Retired faculty members receiving the designation exemplify ACM's highest standards of teaching excellence and shall have demonstrated exceptional commitment to the College Vision/Mission/Core Values throughout their years of full-time employment at the college. Such service is especially evidenced by superior contributions to student learning, skills development, and professional and personal development. It should also be evidenced, in part, by contributions to the College, the community, the profession, or other endeavors.

Professor Emerita/Emeritus designation reflects a faculty member who has been a model of leadership, mentorship, teaching expertise, and commitment to continuous improvement for their colleagues and the institution.

Criteria

A retired member of the faculty of Allegany College of Maryland, may be nominated by faculty, staff, or administration for consideration of the honorary rank of Professor Emerita/Emeritus. Faculty who become Administrators at ACM would be eligible if they meet the following criteria below.

The Faculty Status Committee strongly encourages nominations be submitted within two years after the faculty member has retired.

Nominations for Professor Emerita/Emeritus must address the following criteria and follow the approved procedure:

1. The faculty member shall have fulfilled at least ten years of full-time service with Allegany College of Maryland and has retired from teaching full-time at the college.
2. The faculty member shall have attained and maintained the rank of Associate Professor or Professor until the date of retirement.
3. The faculty member shall have retired from full-time employment with the College. Upon filing of retirement papers with HR, the faculty member shall indicate their approval for their name potentially being submitted for Professor Emerita/Emeritus at a future time.

4. The faculty member shall be recognized by peers and supervisors as having made outstanding contributions to the quality of student learning, skills development, and professional and personal development at the College.
5. The faculty member shall be recognized as having been a valued colleague who consistently contributed to the quality and growth of the College in service and leadership.
6. The faculty member shall have made substantial contributions to the community, profession, and/or discipline of the faculty member.

Procedure

1. A current member of the faculty, administration, or staff must nominate an individual for the honorary rank of Professor Emerita/Emeritus by October 15 of each year. If October 15 falls on a weekend, the date will be extended to the following Monday. All nominations must be submitted in a document and should specifically address each of the above criteria, providing examples where appropriate.
2. The nomination will be submitted to the Faculty Status Committee, through the office of the Senior Vice President of Instructional and Student Affairs. The nomination must include five Faculty Success Plans demonstrating teaching effectiveness and teaching excellence, and Course Evaluations from recent years. If a faculty member becomes an administrator, then the Administrator Leadership Success Plan(s) (LSP) will be considered.
3. Once the nomination is received, the Faculty Status Committee will review the application with the Senior Vice President of Instructional and Student Affairs to ensure sufficient supporting documentation, ensuring the nominator has adequately addressed Emerita/Emeritus criteria.
4. The Faculty Status Committee is charged with accepting and reviewing nominations, overseeing the process, conducting the full-time faculty vote, and making recommendations to the Senior Vice President of Instructional and Student Affairs. At each level of review, the greatest attention should be given to evidence of the nominee's success in teaching and student learning—remaining an active contributor and innovator until retirement. A somewhat lesser degree of attention should be given to other important areas of contribution such as service to the college, community and profession.
5. Next, the Senior Vice President of Instructional and Student Affairs shall consult with HR to verify there is nothing in their personnel files that would disqualify the nomination. Should evidence exist, the SVPISA will consult with Faculty Status on next steps, while maintaining appropriate confidentiality/discretion.

6. Once vetted by Faculty Status and the Senior Vice President of Instructional and Student Affairs, an electronic ballot vote of the entire full-time faculty will be conducted at a time and in a method designated by the Faculty Status Committee.
7. The Faculty Status Committee and Senior Vice President of Instructional and Student Affairs review the compiled results of the vote collected and create a recommendation for the President and Board of Trustees.
8. A majority of the full-time faculty must cast a vote of “Yes”, “No”, or “Abstain” to demonstrate faculty support of the Emerita/Emeritus designation. If less than a majority of full-time faculty initially participate, Faculty Status may extend the voting period to insure the required number of voters. In addition, a majority of full-time faculty voting (excluding those voting to abstain) must vote in support of the nomination to move the nominee forward.
9. The Senior Vice President of Instructional and Student Affairs will ensure the nomination is complete, supporting material, and the results of the faculty vote are included and will convey this information along with the recommendation of the Faculty Status Committee to the President.
10. The President, after reviewing the nomination, will have the Senior Vice President of Instructional and Student Affairs convey the nomination to the Board of Trustees for consideration. The Board of Trustees will ultimately decide whether to bestow the honorary rank of Professor Emeritus/Emerita. The decision of the Board of Trustees is final.
11. If Professor Emerita/Emeritus is granted, the President will notify the individual nominated by official letter and the nominator(s) by email communication. The Senior Vice President of Instructional and Student Affairs will inform the Faculty Status Committee and ensure that the Credit Catalog is updated annually.
12. Those receiving the honorary rank of Professor Emerita/Emeritus will be recognized at the appropriate All College Assembly and Commencement ceremonies.

Denial Process

1. If the Board of Trustees has concerns, questions, or is inclined to deny the granting of Professor Emerita/Emeritus status, prior to finalizing its decision, the Chair of the Board of Trustees will inform the President who will inform the Senior Vice President of Instructional and Student Affairs.
2. The Senior Vice President will charge the Faculty Status Committee with examining the issue and providing further information and a recommendation to the Board of Trustees. The Board of Trustees will review the recommendation of the Faculty Status Committee prior to making a decision. The decision of the Board of Trustees is final.

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Rev. Approved by BOT 6/16/08
Rev. Approved by BOT 9/20/10
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3. If the nomination is denied by the Board of Trustees, the decision will be conveyed through the President to the nominee and nominators by official means. The Senior Vice President of Instructional and Student Affairs will notify the Faculty Status Committee.
4. The decision conveyed from the Board to the President will communicate the reason(s) for the nominee's rejection. The rejection decision and rationale will be communicated to the nominator(s), who will reserve the right to request a discussion on the matter at a future Board meeting.

Privileges

A faculty member who has received the honorary rank of Professor Emerita/Emeritus by the Board of Trustees of Allegany College of Maryland shall retain certain privileges of faculty. Approval of the privileges are granted by the President of the College.

Privileges include:

1. Continued faculty listing in the catalog with the rank of Professor Emeritus/Emerita indicated.
2. Tuition waiver for credit courses, not including fees and textbook costs.
3. Higher part-time faculty pay rate for instruction of courses.
4. Standing invitation to participate in institutional functions such as commencement, dedications, faculty gatherings, and other social events as appropriate.
5. Faculty rates for institutionally sponsored events such as plays, film series, and trips.
6. Use of institutional resources such as the library, computer services, and physical education facilities.
7. Use of the title "Professor Emerita/Emeritus."

Revocation of Rank

If the Board of Trustees wish to revoke the rank of professor Emerita/Emeritus, the Board of Trustees Chair will communicate this to the President who will advise the Senior Vice President of Instructional and Student Affairs. The Senior Vice President of Instructional and Student Affairs will charge the Faculty Status Committee with examining the issue and making a recommendation to the Board of Trustees.

The Board of Trustees will review the recommendation of the Faculty Status Committee prior to making a decision to revoke the rank of Professor Emeritus/Emerita. The Board of Trustees decision is final.

To obtain information on which to base the recommendation, the Faculty Status Committee may exercise any of the following options:

1. Seek feedback from faculty within the individual's discipline.
2. Seek feedback from the faculty-at-large.
3. Provide an opportunity for the individual to appear before the Faculty Status Committee.

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4. Request information from the Board of Trustees.
5. Obtain information from a variety of additional sources.

The Faculty Status Committee shall consider any evidence obtained and make a written recommendation to the Board of Trustees as expeditiously as reasonably possible. The Board of Trustees decision is final.