

NORTHWEST VISTA COLLEGE  
PROCEDURE

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Procedure Number: AS. 002  
Procedure Title: Faculty Emeritus Nomination Procedure

### **1. Purpose and Definition**

This procedure defines the process for nomination of NVC for Emeritus status. Emeritus Faculty is a title conferred by Northwest Vista College for the purpose of recognizing the meritorious service of a faculty member upon or after retirement.

### **2. Criteria**

Emeritus status may be conferred upon an individual if that individual:

- was a tenured member of the faculty;
- has completed at least ten (10) years of service at Northwest Vista College or a combination of service at all the Alamo Colleges that equates to 10 years; and
- is adjudged to have contributed to the strengthening and/or advancement of the educational programs of Northwest Vista College and/or the Alamo Colleges

### **3. Selection**

Upon or after retirement, an individual may be nominated for Emeritus status by any full-time tenured or tenure-track faculty in his or her Department.

Nominations for Emeritus status shall be made in writing to the nominee's Department Chair. If a majority of the Departmental faculty (tenured and non-tenured) approve the nominee, the recommendation shall be forwarded to the Department Chair.

The Department Chair shall review the Department faculty recommendation and make a recommendation to the Dean.

The Dean shall review the Department recommendation and make a recommendation to the Vice President for Academic Success (VPAS).

The Vice President for Academic Success shall review all recommendations and make a recommendation to the President.

### **4. Privileges**

The granting of Emeritus status is an honorary designation which entails no assigned duties, responsibilities, office space or use of clerical staff. Faculty granted Emeritus status shall:

- a. have their names listed in the college catalog and personnel directory;
- b. be entitled to attend all appropriate college functions;
- c. receive a life-long membership to Fans of the Arts at NVC; and
- d. receive free access to Northwest Vista College facilities, including the wellness center.

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Contact for Interpretation: Vice President of Academic Success

Relevant Board Policy: D.10.4 Recognition and Awards

Relevant SACSCOC Principle:

Last Updated: June 26, 2016

Approved: \_\_\_\_\_  
Vice President of Academic Success