



POLICIES *and* PROCEDURES

Board of Trustees Policy Number:
BTRU 1.05

Date of Adoption/Revision:
April 17, 2014

SUBJECT	EMERITUS STATUS
AUTHORITY	President's Office
APPLICABILITY	Retired Bennett College trustees, administrators, and employees.
PURPOSE	The award of emeritus status is intended as a special honor for College employees and administrators who have served with great distinction. Recognition as emeritus shall not be awarded as a matter of due course, and is granted only to those whose service has been most exemplary.

POLICY	<p>Part 1. Emeritus status shall be granted to any employee or administrator who:</p> <ol style="list-style-type: none"> 1. Separated, or will be separating within six (6) months of conferment, from the position with Bennett College; 2. Served a minimum of 10 years of full-time service at Bennett College; 3. Established a record of distinguished performance while employed in or holding a position at Bennett College; 4. Completed employment in the position in good standing; and 5. Is nominated by member(s) of his/her department/or unit. <p><i>(For persons who do not fall within the departmental structure, the nomination shall be initiated by the individual's immediate supervisor.)</i></p> <p>Part 2. Trustee. The Board may elect a retiring Trustee for the honorary status of Trustee Emeritus who meets the requirements set forth in Part 1. Trustees Emeriti shall be entitled to receive notice of all meetings of the Board and attend and participate in designated meetings, but shall not have the right to vote. Trustees Emeriti may be invited by the Chair of the Board to sit as a member of any committee other than the Executive Committee.</p> <p>Part 3. President. The Board may confer by appropriate resolution the honorary office of President Emeritus upon a president or former president who meets the requirements set forth in Part 1.</p> <p>The Board of Trustees may grant (or deny) Emeritus Status on an exception basis.</p> <p>All persons designated as having Emeritus Status shall be accorded the</p>
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	<p>following privileges:</p> <ol style="list-style-type: none"> 1. Presentation of a certificate or resolution appropriate for framing. 2. Use of the title. 3. An identification card denoting Emeritus Status. 4. Listing in the college catalog and other appropriate directories. 5. Receipt of select campus publications upon request. 6. Eligibility to purchase a faculty/staff parking decal. 7. Faculty/staff admission to campus activities and events. 8. Inclusion in select ceremonies and events. <p>Responsibility of Recipients of Emeritus Status Emeriti employees or administrators are expected to assist and support the College in their areas of competence, particularly in an advisory capacity, when requested to do so.</p>
<p>PROCEDURES</p>	<p>For administrators each nomination for emerita/emmeritus status with an administrative title shall be accompanied by a succinct statement to the President providing evidence of distinguished performance in the form of a recommendation from the appropriate vice president, president or trustee.</p> <p>For vice presidents, the President will make the determination.</p> <p>For the President, the title of President Emeritus is bestowed by the Bennett College Board of Trustees.</p> <p>For Trustees, the title of Trustee Emeritus is bestowed by the Bennett College Board of Trustees.</p> <p>Emerita/emmeritus status may be bestowed posthumously.</p> <p>The awarding of emerita/emmeritus status is made once yearly, at commencement. The President will notify the individual in writing of the conferral of the title(s) to be awarded.</p>

<p>Replaces policy:</p> <p><i>Date</i></p>
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