ACADEMIC SENATE  
Faculty Emeritus Nomination Application & Information Packet  

Timelines, Guidelines & Steps in the Process  
December 10, 2014

We appreciate the effort put into each nomination of a deserving colleague and in order to most effectively support that effort, we put this application and information packet together. We hope this process will become more manageable and understandable with the details provided below. Let us know what you think.

The link below to the Emeritus Board Policy (BP3950) and Administrative Procedure (AP3950) can also be accessed from the Academic Senate Webpage link to Board Policies or from the Office of the President Webpage link to Board of Trustees Webpage.

http://butte.edu/community/getting_involved/contacts/trustees/Chapter3.html

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Information to Consider Before You Begin

What it Takes to be Considered for Emeritus:
  • Emeritus is only awarded to Retirees.
  • Emeritus is only awarded to faculty who show substantial accomplishments in and contributions to his/her respective program area and department, professional growth and currency, and service to the college as a whole.
  • Emeritus is an honor that may be bestowed upon any deserving faculty (full-time and associate faculty).
  • Faculty must have 10 years minimum service to the college.
  • There is not guarantee that every nomination will be approved for this prestigious recognition. Therefore, approval of emeritus status should be viewed as a great honor if achieved.

Due Dates for Application Submissions to the Academic Senate:
  1) Applications are accepted only in the Spring semester.
  2) Completed applications must be at the Academic Senate office by close of business on the last Friday of February.

NOTE: There are several steps after nominations have been submitted, so adhering to the due dates for submission of materials is critical.

Nomination Application Materials Required:
  1) Completed application form.
  2) Completed narrative (see “Guidelines for Completing the Narrative Application” below).
  3) Three letters of support.
**Sequence and Timing of Application Processing:**

1) Applications are received by Academic Senate on or before the last Friday in February.

2) Applications are screened for completeness by the Academic Senate President and/or the Emeritus Committee Chair and/or a Designee by the first week in March.
   a. **Applications deemed incomplete** are set aside (see “Treatment of Incomplete Applications” below).
   b. **Complete applications** move to the Emeritus Committee for evaluation and decision to advance or not advance to the Academic Senate.
      i. **Nominations advanced** are placed on an April Academic Senate agenda (either the 3rd or 5th Wednesday) for affirmation vote.
         1. If Academic Senate does not affirm the Emeritus Committee recommendations, the Academic Senate President will notify all concerned parties, and provide justification for the decision by the end of the term.
         2. If affirmed by Academic Senate, nominations will move to President’s approval level.
         3. President’s approval will advance nomination to the **May Board of Trustees** meeting for final approval.
         4. Nominees not approved by the President or the Board of Trustees will be notified, along with all concerned parties, by the Academic Senate President, with justification provided by the end of the term.

   ii. **Nominations NOT advanced** by the Emeritus Committee are forwarded to the Academic Senate Executive Leadership Committee with justification for decision.
      1. All concerned parties will be notified by the Academic Senate President, with justification provided by the end of the term.

**Treatment of Incomplete Applications:**

Reviewed & approved by Academic Senate Executive Leadership Committee 12.10.14
1) All packets submitted by the due date will be screened for completeness by the 1st week in March by the Academic Senate President and/or Emeritus Committee Chair and/or Designee.

2) Any incomplete applications will be set aside and NOT forwarded to the Emeritus Committee until the concerns with the completeness have been addressed within deadlines detailed below.

3) The Academic Senate President and/or Emeritus Committee Chair and/or Designee advise the nominator(s) as to the rationale signaling the packet as incomplete, ideally by the 2nd week in March but not later than the 4th week in March.

4) Re-submission of applications for re-consideration must be received no later than the 2nd Friday in April.
   a. After review of revised application by the Academic Senate President, and/or Emeritus Committee Chair, and/or Designee, the application may be sent to the Emeritus Committee for evaluation and advancement (see “Sequence and Timing” step 2.b), or may be pulled from consideration with a recommendation to resubmit the following Spring.
   b. If the nomination packet remains incomplete by the deadline, the Academic Senate President, in consultation with the Academic Senate Executive Leadership Committee and Emeritus Committee Chair, may choose to pull the nomination from consideration, and urge the nominators to resubmit the following Spring.

Notification of Emeritus Achievement and Celebration:

1. Email notification of approval outcomes will be sent to all concerned parties following the May Board of Trustees meeting.

2. Newly awarded Emeritus faculty will also be notified via formal Academic Senate letter ideally at the end of the Spring term but no later than July 31st, including the invitation to the Fall Forum, where they will be celebrated.

3. Email communication prior to the Fall Forum with all concerned parties will take place as appropriate so that adequate representation is available for the celebration.

4. In the event an Honoree is not able to attend the Fall Forum, they will be invited to the Spring Forum.

5. If an Honoree is not able to attend Fall or Spring the first year upon receiving the Emeritus honor, a letter (or email) will be sent asking for attendance at the next Fall Forum or verification of mailing address in order to send the Emeritus Certificate Award.
Emeritus Nomination Application Form for ALL Faculty

<table>
<thead>
<tr>
<th>Faculty (Retiree’s) Name:</th>
<th>Date of Application: (Deadline-last Friday in Feb)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Hire:</td>
<td>Years of Service: (Minimum of 10 years)</td>
</tr>
<tr>
<td>Educational Program Area (s)</td>
<td>Nominator(s)</td>
</tr>
<tr>
<td>Contact Info:</td>
<td></td>
</tr>
<tr>
<td>Attached are 3 letters of support from:</td>
<td>Please be sure to attach one complete copy of the narrative. Thank you.</td>
</tr>
<tr>
<td>1)</td>
<td></td>
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<tr>
<td>2)</td>
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<td>3)</td>
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</tbody>
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**Guidelines for Completing the Narrative Application:**

Much of the information to successfully complete this nomination application comes from the faculty G2 Self-Evaluations. Unless mitigating factors are present, we encourage input from the nominee. In combination with the 3 letters of support, this application packet is designed to provide an avenue by which the Emeritus Committee can be made aware of the exemplary breadth and depth of contributions made to the college and to the district by an Emeritus Nominee. A thoughtfully completed and comprehensive perspective when addressing the application will enhance the probability that your overall nomination will be a meaningful and representative reflection of the Emeritus Nominee’s body of work. Please do not assume that the Emeritus Committee members will have preexisting knowledge of a nominee.
Emeritus Application Narrative Components

Please include the date, name(s) and signature(s) of the nominator(s)

Please list and describe the nominee’s accomplishments and contributions to teaching and his/her respective program area, professional growth and currency, area and departmental contributions and service to the college as a whole. Community Service, though optional, may be commented upon at your discretion. **At minimum, your nomination should address each of the following areas:**

**TEACHING AND INSTRUCTION:** Classroom-oriented accomplishments and contributions including assessment of student learning *(When student development faculty - accomplishments and contributions to their area).*

**PROFESSIONAL GROWTH AND CURRENCY:** List or describe activities which demonstrate a pattern of academic, professional and/or technical updating and currency in your teaching field, i.e., courses taken (include dates), conferences, professional awards, staff development activities, visitations to other educational institutions, agencies or organizations, self-directed study, upgrading, etc. *(Associate Faculty professional growth and currency will be considered at a level consistent with that of their Associate Faculty peers).*

**AREA AND DEPARTMENTAL RESPONSIBILITIES:** List and describe activities which demonstrate a pattern of contributions to the nominee’s academic area, department and program outside the classroom. *(Please consider that Associate Faculty contributions are not expected to be equal to Full-time Faculty contributions)*

**COLLEGE-WIDE SERVICE:** List or describe activities which demonstrate a pattern of service to the college as a whole, i.e., participation in college governance, college-wide committees, project teams, student organizations, state-wide organizations, accreditation functions, etc.

**COMMUNITY SERVICE:** The College values the contributions made to the local communities by all. This space is provided for you to insert a record of such contributions. Information supplied is optional and is provided at the nominee’s discretion.

**OTHER INFORMATION:** Please provide any other information you feel is relevant to a balanced and comprehensive nomination that demonstrates a pattern of outstanding performance and contributions to teaching and to the college district as a whole, i.e., unique situations, mitigating factors, etc.