

## **PROCEDURES AND CRITERIA FOR SELECTION OF FACULTY AND ADMINISTRATOR EMERITUS/EMERITA<sup>1</sup>**

*Approved and Adopted by the Board of Trustees on August 23, 2022*

The Board of Trustees of the County College of Morris views the title of Emeritus/a as a unique and special honor that supports several values at the core of our academic enterprise. The values of excellence should be demonstrable in the activities of the nominee over the course of their tenure with the College. The Board recognizes the importance of an objective and thorough selection criteria for emeritus/a status.

The Emeritus or Emerita title is an honor that may be conferred upon a faculty member or administrator following retirement from the County College of Morris. The title of Emeritus or Emerita may be conferred posthumously upon the recommendation of the nomination committee and approval of the Board of Trustees, at an employee recognition ceremony, or in the sole discretion, as otherwise prescribed by the Board of Trustees.

### **GUIDELINES**

#### **I. Eligibility:**

- A. Recommendation shall be made upon retirement from the County College of Morris or up to three years thereafter.
- B. The candidate shall have completed a minimum of fifteen (15) years completed full-time honorable service at the County College of Morris in a position for which faculty rank is assigned or in the position of an administrator.
- C. The candidate shall possess the rank of Full Professor or possess an administrator title at the time of retirement.
- D. The candidate for Faculty Emeriti shall have demonstrated meritorious performance at the College in terms of Teaching, Student Success, Contributions to the College, and Professional Engagement directly benefitting the County College of Morris.
- E. The candidate for Administrator Emeriti shall have demonstrated meritorious performance at the College in terms of Administration, Student Success, Service to the College Community, Service to the Community at large, and Professional Engagement directly benefitting the County College of Morris.
- F. The candidate shall have maintained the highest ethical standards in relationships with students, colleagues and superiors.
- G. The candidate shall be in Good Standing with the County College of Morris at the time of nomination.

#### **II. Faculty Emeriti**

The recommendation made will be contingent upon the following guidelines for faculty:

- A. **Teaching Component** (All four required)  
Interviews with students, peers, and supervisors of the candidate indicate the candidate showed the following qualities during the time of employment:
  1. Subject mastery and a track record that demonstrates continuous and active engagement with professional growth in his/her discipline.
  2. Careful and thorough preparation for teaching sessions.
  3. High degree of effectiveness in teaching including clarity, organization, and enthusiasm.
  4. Responsiveness to students; i.e., answers questions, welcomes students' participation, gives of his/her time freely and is sensitive to student needs.
- B. **Service to the College Community** (At least 2 out of 3 must be met)
  1. Demonstrated service to the college by serving on college committees, advisory committees, and pursued committee work diligently.
  2. Demonstrated active engagement and leadership in organizations concerned with institutional governance and faculty welfare, e.g., College Council.

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<sup>1</sup> Emeritus (masculine singular) Emerita (feminine singular), from the Latin, is a title that means that its possessor has been retired but retains a courtesy title identical with the one held immediately preceding retirement. It comes from the Latin and means, literally, "earned by service." It is conferred by colleges to persons with a meritorious or exemplary service record.

3. Showed high level of success in developing special projects or programs central to the College's curriculum, mission and strategic plan at minimum, five special projects, initiatives or programs must be presented over the course of the last ten years preceding the nomination with quantitative and qualitative outcomes that were favorable to CCM students or the mission of the college.
- C. Service to the Community
  1. Demonstrated commitment to the community served by CCM through significant service activities, including leadership positions.
- D. Professional Engagement
  1. Demonstrated significant level of professional engagement (to include scholarly activity, engagement in the professional community and the community at large).

### **III. Administrator Emeriti**

The recommendation made will be contingent upon the following guidelines for an administrator:

- A. Administration (all four required): Interviews with students, peers and supervisors of the candidate indicate the candidate demonstrated excellence in the following areas during the time of employment:
  1. Leadership and Management (demonstrating such characteristics as insight, clarity, organization, diversity, equity, inclusion and enthusiasm).
  2. Curriculum or Program development.
  3. Effective advocate for students and the County College of Morris on and off-campus.
  4. Responsiveness to faculty, staff, and/or students, i.e., timely and thorough answers questions, welcomes participation, gives of his/her time freely and is sensitive to needs.
- B. Service to the College Community (at least 2 out 3 must be met):
  1. Demonstrated service to the college by actively serving on college committees, advisory committees, and pursued committee work diligently.
  2. Demonstrated leadership in organizations concerned with institutional governance, the college's Strategic Plan, e.g., College Council.
  3. Developed special projects or programs central to the College's mission.
- C. Service to the Community
  1. Demonstrated commitment to the community served by CCM through significant service activities, including leadership positions.
- D. Professional Engagement
  1. Demonstrated significant level of professional engagement (to include scholarly activity, engagement in the professional community and the community at large).

### **SELECTION PROCESS:**

- A. Persons who wish to nominate a candidate for Emeriti status shall notify the individual and obtain his/her signature on the completed nomination form.
- B. After obtaining the potential nominee's permission, the initiator(s) shall submit the name of the person in writing to the Senior Vice President of Academic Affairs, Workforce Development and Student Success by the October 1 deadline for consideration during the fall semester, or by the February 1 deadline for spring semester consideration.
- C. If the Senior Vice President of Academic Affairs, Workforce Development and Student Success determines that the person meets the minimum qualifications, he/she submits the name of the person recommended for review by the Emeriti Review Committee.
- D. Upon receiving confirmation of eligibility, the initiator(s) shall be encouraged to attend a workshop provided by the Center for Teaching and Learning offering guidance in preparation of a well-organized and well-documented package for submission to the Emeriti Review Committee ("Committee"). The workshops will be scheduled approximately one week after the deadlines.
- E. Completed packets must be submitted to the Senior Vice President of Academic Affairs, Workforce Development and Student Success for the Committee members at least ten days prior to the scheduled meetings (to be announced). Typically, the fall semester meeting will be held mid November and the spring semester meeting will be held late March. Packets must contain the following:
  1. Signed nomination form.

2. Copy of the checklist confirming all steps have been fulfilled.
3. An updated Curriculum vitae or resume.
4. Completed recommendation form. (This form details the qualifications.)
5. Appendix containing documents supporting information on recommendation form.

Forms will be available online.

### **REVIEW PROCESS:**

- A. The Committee shall include the following persons:
  - Senior Vice President of Academic Affairs, Workforce Development and Student Success (or his/her designee); who will convene the first meeting and chair all subsequent meetings
  - Two faculty members representing each of the academic schools serving two-year terms appointed by the school Dean. Only senior faculty (tenured with ten years of service to CCM) may be appointed. To assure that there will always be experienced faculty members on the committee; appointments will be staggered so that each division will have one new and one returning representative.
  - One Faculty or Administrator Emeritus/a (when available)
  - Vice President of Human Resources (or his/her designee)
  - All Academic Deans
- B. If a member of the Emeriti Review Committee initiates an application, s/he will not directly or indirectly participate in the discussion or vote for that candidate.

### **APPROVAL PROCESS:**

The Board of Trustees Committee on Personnel will review recommendations and supportive material and may take action as deemed appropriate, which may include advancing the nomination for consideration by the full Board of Trustees.

### **RIGHTS AND PRIVILEGES:**

Persons who are honored as Emeritus/a will be eligible for the following:

1. CCM ID providing access to Commencement, Athletics and Campus Life activities and benefits, and a Campus Store discount
2. Inclusion of name in all subsequent editions of the College Catalog.
3. Research assistance from the Learning Resource Center.
4. Tuition waiver for credit or non-credit courses.
5. A college parking decal issued annually (upon request).
6. A framed resolution commemorating the event with a duplicate plaque for display at an appropriate campus location.

### **DENIAL:**

The Board of Trustees may reject nomination(s) for Emeritus/a based on facts and circumstances that in the sole discretion of the Board of Trustees may not merit the honorable distinction of Emeritus/a status.

### **REVOCATION:**

After achieving Emeritus/a status, the President of the County College of Morris may petition to revoke this status, which must be reviewed and approved by the Board of Trustees.

The petition for revocation should be based on facts and/or circumstances that demonstrate the Emeritus/a status is no longer appropriate. The Board of Trustees shall have the discretion to seek whatever information they deem necessary to review and determine whether the Emeritus/a status will be maintained.

## COUNTY COLLEGE OF MORRIS SELECTION CRITERIA FOR TRUSTEE EMERITUS/A

In order to recognize the substantial contributions and dedication of a former Board of Trustee member, County College of Morris Board of Trustees may confer the title of *Trustee Emeritus/a* to a former board member who has provided at least ten (10) years of noteworthy service to the College.

### Criteria

To be considered for Trustee Emeritus/a status, a nominee must meet the following criteria:

- retirement/resignation from the Board of Trustees in good standing;
- a minimum of ten years (10) of service;
- established record of exemplary commitment to the College through personal leadership, high attendance, advocacy for high standards, and exceptional, sustained dedication and service to the mission of County College of Morris, the local community, and the state of New Jersey.

### Procedure

- A candidate must be nominated in writing by a current member of the Board of Trustees.
- The Board of Trustees Committee on Organization, Bylaws, Planning and Nomination will review the nomination and may take action as deemed appropriate, which may include advancing the nomination for consideration by the full Board of Trustees.
- The consideration of the nomination must be approved by a majority vote of the Board of Trustees members present.

### Recognition and Privileges

- Public recognition at a place, date, and time prescribed by the Board of Trustees;
- Listing as Emeritus/a in a variety of appropriate County College of Morris publications;
- Eligibility for appointment to College advisory committees.

A Trustee Emeritus/a will not have voting rights or the right to attend closed sessions of the Board of Trustees. A Trustee Emeritus/a may attend the Public meeting and sit with the Board of Trustees during the public portion of the meeting.

### Denial:

The Board of Trustees may reject nomination(s) for Emeritus/a based on facts and circumstances that in the sole discretion of the Board of Trustees may not merit the honorable distinction of Emeritus/a status.

### Revocation:

After achieving Emeritus/a status, the Board of Trustees may petition to revoke this status. The petition for revocation should be based on facts and/or circumstances that demonstrate the Emeritus/a status is no longer appropriate. The Board of Trustees shall have the discretion to seek whatever information they deem necessary to review and determine whether the Emeritus/a status will be maintained.