

## **Procedures and Criteria for Selection of Faculty/Dean Emeritus and Emerita<sup>1</sup>**

The Board of Trustees of the County College of Morris sees the title of Faculty/Dean Emeritus as a unique and special honor. The Board reserves the title for a few select individuals and it is the Board's expectation that only the most outstanding faculty or academic affairs dean will be recommended for this unique honor.

The recommendation made will be contingent upon the following guidelines:

1. Recommendation shall be made upon retirement from the County College of Morris or up to three years thereafter.
2. The candidate shall have completed a minimum of fifteen years of full-time service at the County College of Morris in a position for which faculty rank is assigned or in the position of academic affairs dean.
3. The candidate shall possess the rank of Full Professor or title of academic affairs Dean at the time of retirement.
4. The candidate for Faculty Emeriti shall have demonstrated meritorious performance at the College in terms of Teaching, Contributions to the College, and Professional Engagement.
5. The candidate for Dean Emeriti shall have demonstrated meritorious performance at the College in terms of Academic Administration, Service to the College Community, and Professional Engagement.
6. The candidate shall have maintained the highest ethical standards in relationships with students, colleagues and superiors.

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 continuous 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)

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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.

1. Demonstrated an active willingness to serve on college committees and pursued committee work diligently.
2. Demonstrated leadership in organizations concerned with institutional governance and faculty welfare, e.g., College Council.
3. Showed high level of success in developing special projects or programs central to the College's curriculum.

C. Professional Engagement

1. Demonstrated significant level of professional engagement (to include scholarly activity, engagement in the professional community and the community at large).

The recommendation made will be contingent upon the following guidelines for an academic affairs dean:

- A. Academic 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 and enthusiasm).
  2. Curriculum development.
  3. Effective advocate.
  4. Responsiveness to faculty and students, i.e., 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 of 3 must be met):
1. Demonstrated an active willingness to serve on college committees and pursued committee work diligently.
  2. Demonstrated leadership in organizations concerned with institutional governance and faculty welfare, e.g., College Council.
  3. Showed high success in developing special projects or programs central to the College's curriculum.
- C. Professional Engagement
1. Demonstrated significant level of professional engagement (to include scholarly activity, engagement in the professional community and the community at large).

D. Selection Process:

1. Persons who wish to nominate a candidate for Professor or Dean Emeritus status shall notify the individual and obtain his/her signature on the completed nomination form.
2. After obtaining the potential nominee's permission, the initiator(s) shall submit the name of the person in writing to the Vice President of Academic Affairs by the October 1 deadline for consideration during the fall semester, or by the February 1 deadline for spring semester consideration.
3. If the Vice President of Academic Affairs determines that the person meets the minimum qualifications, he/she submits the name of the person recommended to the Director of the Center for Teaching Excellence (CTE) for review by the CTE Emeriti Review Committee.
4. Upon receiving confirmation of eligibility, the initiator(s) shall be encouraged to attend a workshop provided by the Center for Teaching Excellence offering guidance

in preparation of a well-organized and well-documented package for submission to the Emeriti Review Committee. The workshops will be scheduled approximately one week after the deadlines.

5. Thirteen<sup>2</sup> completed packets must be submitted to the Director of the Center for Teaching Excellence 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:
  - a. Signed nomination form.
  - b. Copy of the checklist confirming all steps have been fulfilled.
  - c. Curriculum vitae or resume.
  - d. Completed recommendation form. (This form details the qualifications.)
  - e. Appendix containing documents supporting information on recommendation form.

Forms will be available on-line.

E. Review Process:

1. The Committee shall include the following persons:
  - Two faculty members representing each of the academic divisions serving two-year terms appointed by the division 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 Dean Emeritus (when available)
  - Vice President of Academic Affairs
  - Vice President of Student Development and Enrollment Management
  - Director of the Center for Teaching Excellence; who will convene the first meeting and chair all subsequent meetings
  - All Academic Deans
2. If a member of the Emeriti Review Committee initiates an application, s/he will not participate in the discussion or vote for that candidate.

F. Approval Process:

The Board of Trustees will review recommendations and supportive material and take action as appropriate.

G. Rights and Privileges:

Persons who are honored as Faculty/Dean Emeritus 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

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<sup>2</sup> **This number is subject to change. Check with the Director of the Center for Teaching Excellence to confirm the current committee membership count.**

*February 21, 2001*

*Revised December 19, 2007*

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2. Inclusion of name in all subsequent editions of the College Catalog.
3. Research assistance from the Learning Resource Center which is available to current faculty.
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.