

Procedures and Criteria for Selection of Administrator Emeritus and Emerita¹

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 an administrator following retirement from the County College of Morris. The title of Emeritus or Emerita may be conferred posthumously following approval 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 the position of an administrator.
- C. The candidate shall possess an administrator title at the time of retirement.
- D. 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.
- E. The candidate shall have maintained the highest ethical standards in relationships with students, colleagues and superiors.
- F. The candidate shall be in Good Standing with the County College of Morris at the time of consideration.

II. Criteria

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 of 3 must be met):

¹ 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 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 college president.
- C. If the college president determines that the person meets the minimum qualifications, he/she submits the name of the person recommended for review by the Board of Trustees.
- D. The Board of Trustees should receive the following:
 1. Recommendation memo from the college president that details the qualifications.
 2. An updated Curriculum vitae or resume.
 3. Optional: Appendix containing information supporting the recommendation.

APPROVAL PROCESS:

The Board of Trustees Committee on Personnel will review recommendation 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. A college parking decal issued annually (upon request).
5. A framed resolution commemorating the event with a duplicate plaque for display at an appropriate campus location.

DENIAL:

The Board of Trustees may reject a nomination 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.

REVOCAATION:

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.

March 2023