

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>			
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HONORARY TITLE: EMERITUS STATUS DESIGNATION	02-0201	1 OF 3	
<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVIEWED</b>		
6Hx7-2.3 General Powers, Duties and Responsibilities of the President	March 14, 2016		


**Purpose**

The purpose of this procedure is to establish that emeritus status is an honor conferred by the College President to former faculty, staff and administrators whose contributions have made Florida State College at Jacksonville (FSCJ) one of the finest state colleges in the nation. In granting this status, FSCJ recognizes the great advantages of maintaining an association with excellent employees who have left the College with distinguished status.

**Procedure**


A. Emeritus status shall be granted in accordance with prescribed procedures outlined as follows:

1. Eligibility - Employees shall be eligible for emeritus status upon retirement or departure from the institution, provided they have been employed full-time at the institution for at least ten years preceding retirement or separation from the College, have a record of distinguished service to the College, and have been duly nominated for this status. In extraordinary circumstances, where all other criteria have been met, the College President may waive the years of service requirement in granting this status.
2. Selection for emeritus status for non-instructional staff members:
  - a. Nominations for emeritus status shall be made by a current full-time College faculty or staff member who has sufficient knowledge regarding the work-related contributions of the employee.
  - b. The person nominating the individual must complete the [Emeritus Nomination Form](#), submitting it with indication of the nominee's noteworthy achievements and service to the College, to the College President by December 31 annually.
  - c. In accepting the nomination, the individual nominated shall submit evidence of exemplary dedication to his/her College responsibilities as well as a summary narrative of what the nominee considers to be his/her most significant professional achievements while employed at FSCJ. If the nominee is deceased, these requirements may be met by the next-of-kin or their designee.
  - d. All nominations and supporting documentation will be reviewed by the President's Cabinet, in conjunction with the College Leadership Council (CLC) Chairs, which includes the President of the Faculty Senate, the Chair of the Administrative and Professional Collaborative and the Chair of the Career Employees' Council. On behalf of the Cabinet/CLC, the College Provost will forward the names of recommended awardees to the College President by February 15.

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The College President shall make the final selection by March 1 of each year. There is no requirement for an annual selection of an awardee.

- e. The Chief Human Resource Officer (CHRO) will notify the nominee of the award.
  - f. Emeritus awards shall be conferred annually, following selection, at the College Commencement ceremony in May.
  - g. A person not receiving the award in any one year may be re-nominated in subsequent years.
3. Selection for emeritus status for full-time faculty, librarians or counselors:
- a. Nominations for faculty emeritus status shall be made by a current full-time faculty or staff member who has sufficient knowledge regarding the work-related contributions of the employee.
  - b. The person nominating the individual must complete the Emeritus Nomination Form which shall include indication of the nominee's noteworthy achievements and service, submitting it to the College Provost by December 31 annually.
  - c. In accepting the nomination, the individual nominated shall submit evidence of dedication to his/her discipline, pedagogy and the college as well as a summary narrative of what the nominee considers to be his/her most significant professional achievements while employed at FSCJ. If the nominee is deceased, these requirements may be met by the next-of-kin or their designee.
  - d. All nominations and supporting documentation will be reviewed by the President's Cabinet in conjunction with the College Leadership Council (CLC) Chairs, which includes the President of the Faculty Senate, the Chair of the Administrative and Professional Collaborative and the Chair of the Career Employees' Council. On behalf of the Cabinet/CLC, the College Provost shall forward the names of recommended awardees to the College President by February 15. The College President shall make the final selections by March 1 of each year. There is no requirement for an annual selection of an awardee.
  - e. The CHRO will notify the nominee of the award.
  - f. Emeritus awards shall be conferred annually, following selection, at the College Commencement ceremony in May.

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- g. A person not receiving the award in any one year may be re-nominated in subsequent years.
4. Emeritus status involves no duties and provides no stipends or remuneration beyond an individual's earned, regular retirement benefits. Individuals who are awarded emeritus status are not considered an employee, and award of this status does not create an employee/employer relationship with the College. Awardees will be appropriately recognized with a plaque bearing their name on a designated "Hall of Honor" location.
  5. Longevity and revocation of emeritus status - Once awarded, emeritus status will continue in perpetuity. Notwithstanding however, emeritus status may be revoked by the College President at any time if the College President determines that a recipient has committed an egregious violation of College policies or procedures or the Florida Code of Ethics. In addition, emeritus status may be revoked by the College President if the recipient is convicted of a felony or other crime that involves serious misconduct, including but not limited to the abuse of drugs, domestic violence including child or spousal abuse, other acts of violence or assault or any other act of moral turpitude which is contrary to the educational mission or good name of the College, such as acts of dishonesty, misrepresentation or fraud.
  6. Individuals who are awarded emeritus status shall not speak for or publicly represent the College without prior written permission from the College President.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: December 2, 2014

Reviewed Date: March 14, 2016