

## **4020P Emeritus Status Procedure**

### Procedure:

Northland Community and Technical College desires to recognize the exemplary service provided by its employees and to maintain a connection with these employees by providing them with benefits and opportunities to engage on multiple levels within the college community.

Employees who are to be considered for emeritus status must meet the four criteria established within the Emeritus Status Policy.

Nominations for a separated or separating employee for emeritus status may be submitted by any member of the college community. Nominations shall include evidence that demonstrates a record of outstanding achievement and distinguished service during the nominee's career at the college. Required evidence is to include a recommendation, a summary/examples of career highlights, and may include a copy of the curriculum vitae or resume.

All nominations are to be forwarded to the President, along with the required evidence in support of emeritus status. The decision whether to grant emeritus status shall come from the President. In the event emeritus status is not granted by the President, an employee may present additional information for consideration. However, the decision of the President is final.

### Benefits:

- Name listed in the college directory during their lifetime.
- Participation in college social and ceremonial events.
- Admittance to college events at the same cost as current employees.
- Complimentary college business cards identifying them as "Emeritus."

### Possible Volunteer Opportunities:

- Tutoring
- Assisting with alumni events and correspondence
- Serving as event ambassadors
- Student recruitment
- Campus beautification

### Emeritus Responsibilities:

Those who receive the distinction of emeritus are considered ambassadors of Northland Community and Technical College, which carries the responsibility of engaging in behavior and activities that promote the well-being of the College.

The College reserves the right to suspend or terminate some or all benefits for just cause. In this case, the emeritus employee will be notified of the action and the reason for the action and may appeal to the President or designee. The decision of the President is final.

Date of Implementation: 1/19/06  
Date of Adoption: 1/19/06  
Date & Subject of Revision: 10/1/08 – Removed language related to committee selection.  
2/26/20 – Revised procedure