

Polk State College Procedure

Subject	Reference	Date	Number
Faculty and Staff Emeritus	Rule 3.04	November 5, 2019	5039

I. Purpose

The purpose of this procedure is to outline the criteria and process for awarding the emeritus title to an eligible faculty or staff member. Emeritus status recognizes a faculty or staff member's service to the College and encourages a continued connection with the College after his or her retirement. An emeritus faculty or staff member enjoys privileges and benefits associated with this honor.

Emeritus status is not automatically granted upon retirement, and a faculty or staff member who is granted emeritus status is expected to support Polk State College in appropriate and reasonable ways.

A faculty member who earns the emeritus title is referred to as *Professor Emeritus*, and a staff member who earn the emeritus title is referred to as *Staff Emeritus*.

II. Benefits

A faculty or staff member who is awarded the emeritus title is eligible for the following benefits:

A. A Polk State College identification badge with the title *Professor Emeritus* or *Staff Emeritus* (as appropriate).

B. The option to continue using a Polk State College e-mail account.

C. Access to and usage of the Polk State College Libraries and on-campus resources.

Note: Remote access to electronic resources and databases is not available due to licensing restrictions.

D. Access to and usage of the Teaching Learning Computing Centers for the purpose of computer access.

E. Access to and usage of the campus Wellness Centers.

F. Participation in employee wellness events, health fairs, Commencement, Professional Development Day, and other College events as determined by the President (or his or her designee).

G. The opportunity to volunteer to assist with College events as determined by the President (or his or her designee).

- H. Access to faculty and staff discounts offered through the College Bookstore.
- I. Access to faculty and staff admission rates for all College events for which free or reduced-priced admission is available to current faculty and staff members.
- J. Recognition in the *Polk State College Catalog* as *Professor Emeritus* or *Staff Emeritus* (i.e., if the individual holds a position listed in the Catalog at the time of retirement).

III. Eligibility

- A. The following criteria are required of the individual seeking emeritus status.
 - 1. In order to be awarded emeritus status, a faculty or staff member must be retiring (as defined in DBOT Rule 3.24: *Terminal Leave Payout*) and be in good standing with Polk State College as determined by the Office of Human Resources. Faculty and staff remain eligible for emeritus status indefinitely after retirement.
 - 2. The faculty or staff member must have served at Polk State College in a regularly established full-time position for a minimum of ten years.
- B. The College reserves the right to rescind emeritus status at the discretion of the President (or his or her designee). Reasons for rescinding emeritus status include, but are not limited to, actions that demean or harm the College and/or its reputation.

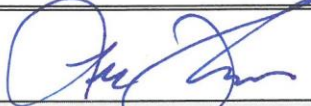
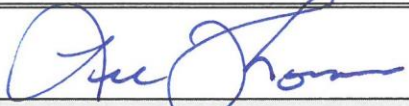
IV. Procedure for Obtaining Emeritus Status

Emeritus status is not automatically awarded when a faculty or staff member retires. The retiring faculty or staff member must complete the *Emeritus Status Request Form*, which is available from the Office of Human Resources. The following is the procedure for receiving emeritus status and its benefits:

- A. The faculty or staff member must submit the *Emeritus Status Request Form* to the Office of Human Resources at the time of his or her retirement, or at any time thereafter.
- B. The Director of Human Resources is responsible for determining eligibility based on the criteria listed in Section III.
- C. Once the faculty or staff member's eligibility has been confirmed, the Director of Human Resources forwards the form to the appropriate areas for further processing.
- D. Each individual holding emeritus status is required to confirm annually that he or she wishes to continue using the benefits listed above. An individual who does not wish to continue using the benefits offered through the program may continue to be recognized in the *Polk State College Catalog*, but he or she is required to surrender his or her Polk State identification card and e-mail access is discontinued. Once an identification card is surrendered and email access is discontinued, email from the account is no longer able to be retrieved.

History:

Adopted: November 5, 2019

	11-7-19		11-7-19
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			11/13/19
President's Approval			Date