

SAN ANTONIO COLLEGE COLLEGE PROCEDURE

Procedure Number: P.2

Procedure Title: Faculty Emeritus Process

Relevant Board Policy: D.10.4 – Recognitions and Awards

Maintenance Units: Offices of the Vice Presidents of Academic and Student Affairs

- I. Purpose: To provide a process for application and college approval for retiring full-time faculty members to receive emeritus status
- II. Procedure Statement:

Retiring full-time faculty¹ may receive faculty emeritus status through a process that is initiated by the department in which faculty performed the majority of their teaching throughout their time as full-time faculty at the college, and subsequently approved by the department chair, appropriate dean and vice president, the college president, the chancellor, and the Alamo Colleges Board of Trustees.

- A. Criteria for determining whether a department may make application for emeritus status on behalf of the retiring faculty member are as follows:
 - a. Exemplary teaching throughout the career of the faculty member, as demonstrated by representative, documented performance evaluations by department chairs, peers, and students.
 - b. Service to the department, college and District consistently exceeding expectations for good performance throughout the career of the faculty member, as demonstrated by representative, documented performance evaluations by chairs and peers.
 - c. Professional development exceeding expectations for good performance throughout the career of the faculty member, as demonstrated by representative, documented performance evaluations by chair and peers.
 - d. Positive contributions to the faculty member's academic discipline(s).
- B. Criteria for subsequent approval of emeritus applications by department chairs, deans, vice presidents and the president are the same as those listed in "A" above.
- C. Applications are to follow a prescribed format (attached) and include ample references to the faculty's outstanding contributions to students and teaching, the department and the academic discipline in accordance with the criteria listed in "A" above.

¹ In accordance with ACCD District policy D.10.4, retirement shall mean that the employee has met service, age, and other applicable requirements for retirement under the Teacher Retirement System of Texas, whether or not the employee is a member of the Teacher Retirement System.

Date Approved:

Signed: /Robert E. Zeigler/, President

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