

# **FLATHEAD VALLEY COMMUNITY COLLEGE – POLICY MANUAL**

## **CHAPTER VI – HUMAN RESOURCES**

### **SECTION 80: EMERITA/EMERITUS POLICY**

Flathead Valley Community College Board of Trustees reserves the right to confer the distinction of Emerita/Emeritus to members of the faculty or to administrative staff who have served the institution with distinction over a lengthy career.

Flathead Valley Community College Board of Trustees may bestow recognition of Emerita/Emeritus Status to retired, full-time faculty and administrators for their distinguished service to the College.

The FVCC Board of Trustees sees the title of Emerita/Emeritus as a unique and special honor. The Board reserves the title for a few select individuals, and it is the Board's expectation that only the most outstanding faculty or administrators will be recommended for this unique honor. Emerita/Emeritus status is granted to retiring full-time faculty and administrators in recognition of dedicated service at Flathead Valley Community College. It is an earned rank and as such, entitles its holders to commensurate rights and privileges.

### **ELIGIBILITY REQUIREMENTS FOR NOMINATION**

- a. Individuals may be nominated for emerita/emmeritus status after retirement from Flathead Valley Community College or up to three years thereafter.
- b. The individual must have been a full-time employee of FVCC.
- c. The individual must have a minimum of fifteen years of full-time service at Flathead Valley Community College.
- d. The individual must have made meritorious and significant contributions to Flathead Valley Community College
- e. The individual shall have maintained the highest ethical standards in relationships with students, colleagues, and superiors.
- f. Any individual otherwise eligible for emerita/emmeritus status, but who has had to resign because of illness or some other factor beyond his/her control shall be eligible for this honorary designation.
- g. Under extraordinary circumstances, nominations of individuals with less than fifteen years full-time service at Flathead Valley Community College may also be made.

**FLATHEAD VALLEY COMMUNITY COLLEGE**  
**Emerita/Emeritus Nomination Form**

**NOMINEE'S INFORMATION:**

Name	
Department	
Job Title	
Date of Retirement	
Years of Service at Retirement	

**SUPPORTING MATERIAL:**

- A. Documentation that the minimum years of service has been fulfilled
- B. Examples of teaching and/or service to the College; examples of professional development activities; and examples of community service activities
- C. Comprehensive statement of the candidate's service to education, especially highlighting time at FVCC
- D. Letters of recommendation from at least three (3) individuals, including full-time and/or adjunct staff and/or an individual within the same area who is professionally acquainted with the candidate
- E. A vote of support by the nominating college division or department members.

**AUTHORIZATION:**

Name		Signature/Date	Recommend	Not Recommend
Nominator				
Department Chair			<input type="checkbox"/>	<input type="checkbox"/>
Vice-President			<input type="checkbox"/>	<input type="checkbox"/>
Emeriti Review Committee			<input type="checkbox"/>	<input type="checkbox"/>
President			<input type="checkbox"/>	<input type="checkbox"/>

After obtaining the Vice-President signature, submit completed nomination materials to Human Resources.