

Professor Emeritus Policy

The president of East Georgia State College may, at his or her discretion, confer the title of emeritus or emerita on a retired faculty member or administrative officer who, at the time of retirement, has garnered ten or more years of honorable and distinguished service to East Georgia State College. This is in accordance with the University System of Georgia Board of Regents Academic Affairs Policy 2.11, <https://www.usg.edu/policymanual/section2/C2680>.

Teaching faculty members will, if awarded, receive emeritus or emerita status according to their rank at retirement.

The emeritus or emerita designation is added only to the most senior administrative title held at East Georgia State College prior to retirement (e.g., AVP Emeritus). The emeritus or emerita designation is not awarded for administrative titles held on an "acting" or "interim" basis.

Emeritus or Emerita status is not guaranteed and will not be awarded to part-time faculty members or administration or to members of the faculty and administration who have been terminated for cause.

The College president will base his or her decision upon the recommendation of the Vice President for Academic and Student Affairs, AVP Academics, three (3) letters of recommendation, and a one-page summary of the following:

- 1) Meritorious service to East Georgia State College, and
- 2) Notable career performance at East Georgia State College.

The President will make the final approval decision.

If an Emeritus or Emerita title is granted, the president will send notification to the applicant.

Procedure – Applicant or Nominee

1. Thirty (30) calendar days prior to the official retirement date, the candidate seeking the emeritus or emerita title shall submit the *Recommendation for Award of Emeritus or Emerita Status* form and submit it to his or her AVP. Another employee in the same unit may, with the candidate's consent, nominate an employee for emeritus or emerita status.
2. The Recommendation for Award of Emeritus or Emerita Status form must be accompanied by a one-page description summarizing the candidate's accomplishments at East Georgia State College, written by the candidate's AVP, a current vita, and three (3) letters of recommendation from peer colleagues.
3. The AVP Academics will review all materials submitted and indicate his or her recommendation. The chair has fifteen (15) calendar days to forward the form, the summary of the candidate's accomplishments, and vita to the Vice President for Academic and Student Affairs (VPASA).
4. The VPASA has fifteen (15) calendar days to forward all recommendation materials to the president for final action.
5. The president will convey his or her decision to the candidate no later than two months after the initial request date.

Benefits of Emeritus or Emerita Status

- 1. Invitation to participate in public ceremonies of the College, including commencement and select College functions**
- 2. Inclusion in the faculty listing in the College Catalog**
- 3. Emeritus or Emerita photo identification card**
- 4. Admission to campus events with emeritus or emerita identification card**
- 5. Full library privileges, using Emeritus or Emerita identification card, including borrowing rights and interlibrary loan privileges**
- 6. Emeritus or Emerita business cards, with approval from the AVP and budget allowing**

**Recommendation for Award of Emeritus or Emerita Status
East Georgia State College**

Instructions: Along with this form, the candidate should include a one-page summary of his or her accomplishments at East Georgia State College, written by the candidate's dean, a current vita, and three (3) letters of recommendation from peer colleagues. The dean will forward these materials to the Vice President for Academic and Student Affairs for approval and submission to the College president.

Name: _____

Academic Discipline: _____ Humanities _____ Social Sciences _____ Mathematics _____ Natural Sciences

Title at time of retirement: _____

Rank at time of retirement: _____

Total years of service at East Georgia State College: _____

Total years of service in the University System of Georgia _____

Date of retirement: _____ Recommended effective date: _____

Recommended Emeritus or Emerita Title: _____

Service to the institution and/or the University System of Georgia

Title of Service	Description	Date of Service

Recommended by: _____ (Dean/Senior Administrator)

Approved: _____ (VPASA)

_____ (President)

Date of Approval: _____

**ROUTING FORM FOR PROPOSED CHANGES TO ACADEMIC POLICY, CURRICULUM CHANGES, STATUTES
EAST GEORGIA STATE COLLEGE**

NAME OF POLICY/ PROPOSAL: Professor Emeritus Policy

Attach a complete copy of the proposed change initiated upon by the APCC or Faculty Senate. If a minor change to proposal prior to adopting please note the person and governance body making the change on the proposal and submit the complete copy of appropriate documentation should be attached to the form with each submission and should be returned if each case. Also indicate the type of proposal being submitted:

- | | | |
|---|---|---|
| <input type="checkbox"/> New Course | <input type="checkbox"/> New Degree Program | <input type="checkbox"/> Changes to Degree Program Requirements |
| <input type="checkbox"/> Deactivate Course | <input type="checkbox"/> Discontinue Course | <input type="checkbox"/> Reactivate Course |
| <input type="checkbox"/> Discontinue Course | <input type="checkbox"/> Disactivate Degree Program | <input type="checkbox"/> Discontinue Degree Program |
| <input type="checkbox"/> Reactivate Degree Program | <input type="checkbox"/> Policy Revision | <input type="checkbox"/> Statutes Revision |
| <input checked="" type="checkbox"/> Policy Proposal | | <input type="checkbox"/> Other |

ACADEMIC POLICIES AND CURRICULUM COMMITTEE (APCC)

Initiated and Submitted to APCC

Diana Sherman
Signature

18 June 2021
Date

Dean Approval:

Signature

Date

APCC Action: Approved Denied Returned Tabled

Diana Sherman
Signature of Vice President for Academic and Student Affairs, Chair

22 June 2021
Date

Comments:

APCC Chair submits to Faculty Senate

FACULTY SENATE

Faculty Senate Action

Approved Denied Returned Tabled

Jana M. Chambers
Signature of Faculty Senate President

7.23.21
Date

Comments:

Faculty Senate President sends to EGSC President and to the Vice President for Academic and Student Affairs
Note: Revisions to EGSC Statutes require approval of President's Cabinet and must be submitted to Chief of Staff/Legal Counsel for routing to President's Cabinet and routing to President. Please indicate "EGSC Statutes revision" on this form.

PRESIDENT

President's (or designee's) Action:

Approved Denied Returned Tabled

[Signature]
Signature

09/16/2021
Date

Comments:

Distribution By:

Megan Scruggs
Signature

9/21/2021
Date

President's Office keeps a copy of this ACADEMIC POLICY/PROPOSAL ROUTING FORM; Original form is sent to Academic Affairs for distribution to the following:

- | | | |
|--|------|------------------|
| Faculty Senate—President | Date | <u>9/21/2021</u> |
| Academic Policies & Curriculum Committee—Chair/VPASA | Date | <u>9/21/2021</u> |
| Chief of Staff/Legal Counsel | Date | <u>9/21/2021</u> |
| Registrar's Office | Date | <u>9/21/2021</u> |





Professor Emeritus Policy--FS Approved

Final Audit Report

2021-09-16

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