

CCS Administrative Procedure

2.00.01 – M Faculty Emeritus Status

Implementing Board Policy [2.00.01](#)

Contact: Human Resources

1.0 Personnel Administration Objective and Responsibilities (summary of Board of Trustees Policy 2.40.01)

Community Colleges of Spokane will promote a work environment of collegiality, respect and professionalism to include recognition of exemplary service and performance through non-financial reward and recognition programs.

- 1.1 To permanently recognize retiring tenured faculty who have served the Community Colleges of Spokane in a distinguished, positive and professional manner and who otherwise meet the criteria established herein, the Board of Trustees has established an emeritus status to be bestowed by the chancellor following recommendation of the appropriate appointing authority.
- 1.2 The district chancellor is delegated authority by this procedure to consider and award emeritus status after giving due consideration to the eligibility requirements provided herein. College presidents, or the appropriate district officer for district faculty positions, are responsible for making recommendation of this status after first giving consideration to the eligibility criteria.
- 1.3 The Chief Administration Officer is responsible for administrating the emeritus program to include processing recommendations, verifying eligibility criteria and preparing for chancellor consideration.
- 1.4 Nothing herein modifies the terms of applicable collective bargaining agreement or bestows rights or benefits beyond those provided herein.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 Tenured Faculty: as defined in RCW [28B.50.851\(7\)](#), tenure shall mean a faculty appointment granted by the board of trustees for an indefinite period of time which may be revoked only for adequate cause and by due process.
- 2.2 Consecutive Years of Service: academic years served, one year following another in uninterrupted succession, all in tenured and compensated status.
- 2.3 Retired or Retiring: Having announced the intent to retire in writing to the appropriate appointing authority and received in return an official acceptance of that intent, in writing, by that applicable appointing authority.
- 2.4 Year of Service: An academic year, as defined by the negotiated and approved academic calendar, in contracted and compensated status. Unpaid leaves of absence exceeding one quarter during an academic year disqualify that year.
- 2.5 Emeritus: an honorary title and status bestowed by the institution in recognition of distinguished, positive and professional service to CCS, its colleges and students.

- 2.6 Appointing Authority: as defined in Administrative Procedure 2.10.01-A.
- 2.7 In good standing: in the determination of the chancellor, having served the Community Colleges of Spokane, one of its colleges, and students in a distinguished, positive and professional manner that exemplifies the mission, vision, values and core themes of the board/district/college and having served in a collegial manner that demonstrated consistent mutual respect and dignity to fellow faculty, staff, students and administration.

3.0 Emeritus Status and Responsibilities

- 3.1 Status, where bestowed, affords the retiree the honorary status of college emeritus faculty member. The title may be used and will be supported by CCS in post-retirement endeavors and as an official professional designation.
- 3.2 Emeritus faculty agree in turn to maintain an on-going affiliation with CCS, supporting in retirement the mission and values of the organization and to the extent possible and where mutual interest exists, serving as a resource to CCS in fulfilling its mission.

4.0 Eligibility

- 4.1 Must be a retired tenured faculty member in good standing; and
- 4.2 Submit the CCS application for emeritus status and four (4) letters of support from one peer faculty member, one administrator, one staff member and one student; and
- 4.3 Verified as having ten or more consecutive years of service to the Community Colleges of Spokane; and
- 4.4 Application is recommended for emeritus status by the applicable appointing authority.

5.0 Application Process

- 5.1 The CCS emeritus status application form ([Attachment A](#)) is made generally available online or can be requested through the Human Resources Office.
- 5.2 An application can be submitted and considered at any time following retirement.
- 5.3 The completed application will be submitted to the appropriate appointing authority who will verify eligibility status with the Chief Administration Officer before giving consideration for recommendation. If recommending the appointing authority will so indicate and forward to the chancellor for final consideration. If not recommending the appointing authority will indicate so and return the application to the applicant. The appointing authority's decision in this regard is final and no further consideration will be given.

- 5.4 The chancellor will review all materials and may also review other personnel records before rendering a decision, which will be communicated to the retired faculty member, in writing.
- 5.5 Emeritus status, where bestowed, is immediate and may be used at the faculty member's discretion.

6.0 Removal of Status

- 6.1 Emeritus status is not permanent and may be removed by decision of the chancellor where determined in the best interest of the Community Colleges of Spokane and/or its students. Removal is not subject to further review and is final and binding.

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