

Section: SEPARATION  
Subject: Emeritus Status  
Number: HR 3812

1. Institutional Regulations

- A. Eligible Faculty and Senior Administrative/Professional employees (Director level and beyond) who plan to continue publishing, consulting, and speaking following their retirement from the College may request emeritus status.
- B. Emeritus status is intended to lend additional credence to the work of the former employees while, at the same time, providing continuing, positive exposure for the College. It is the expectation of the College that the former employees shall maintain contact with the College.
- C. The conferral of emeritus status bestows the title with the presumption that the use of the title shall be in the best interests of the College. The College reserves the right to revoke the title in the event the best interests of the College are not being served.

II. Procedure

A. Eligibility Requirements

- 1. Ten years of continuous, regular full-time employment at DMACC;
- 2. An overall evaluation rating of satisfactory or above during the 10 years.

B. Approval Process

- 1. An interested employee shall submit a letter of request to his/her supervisor referencing the intent to comply with 1.A. above.
- 2. The supervisor shall approve and submit the request to the Benefits Coordinator in Human Resources for processing.
- 3. The employee shall receive a certificate signed by the President conferring emeritus status.
- 4. Approval shall entitle the honoree to use the designation of "Emeritus Faculty" or "Emeritus Administrator." In addition, the following privileges are granted:
  - a. Continuation of library privileges.
  - b. Permitted to enroll in DMACC credit and/or non-credit course at no cost (enrollment based on the availability of classroom space at the first class meeting time).
  - c. One set of 500 business cards with the emeritus title.
  - d. DMACC e-mail and webpage access.
  - e. Participation in graduation ceremonies.
  - f. Staff development activities as space allows.
  - g. Right to request space and audio-visual equipment for academic presentations.

APPROVED:



Executive Director, Human Resources

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November 1, 2006

November 1, 2007

July 1, 2013

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