

SOUTH FLORIDA STATE COLLEGE ADMINISTRATIVE PROCEDURES

PROCEDURE NO. 2171

TITLE: FACULTY EMERITUS

BASED ON POLICY: 2.17 COLLEGE AWARDS PROGRAMS

OFFICE OF PRIMARY RESPONSIBILITY: PRESIDENT'S OFFICE

I. Purpose:

To outline the criteria and process for awarding the emeritus title to eligible faculty. Emeritus status recognizes service to the College and encourages a continued connection with the College after retirement. An emeritus faculty member enjoys privileges and benefits associated with this honor, as well as upholding responsibilities.

II. Procedure:

A. Eligibility Criteria

1. Emeritus status is not automatically granted upon retirement. Faculty must be nominated by a faculty member, their chair, or other College administrator.
2. Faculty must have served in a full-time position at SFSC for a minimum of 10 years.
3. Faculty must be retiring in good standing with no outstanding disciplinary issues.
4. Faculty who are granted emeritus status are expected to support South Florida State College in appropriate and reasonable ways.

B. Nomination Process

1. Nominator: A retiring faculty member cannot self-nominate. Nominations are made by a faculty member, their chair, or administrator.
2. Submission:

- a. A letter of nomination detailing the nominee's contributions and impact.
- b. Optional supporting materials:
 - 1. Testimonials from peers or students
 - 2. Department chair documentation of effective instruction, committee participation, and/or awards (such as NISOD, Fulbright Scholarship, or Outstanding Faculty of the Year)
 - 3. Student evaluations or other feedback;
 - 4. Published works or evidence of academic and professional accomplishments

C. Review and Approval process

- 1. A faculty member, the department chair, or administrator will forward the letter of nomination to the Faculty Council president.
- 2. The Faculty Council president will call for a vote to approve the emeritus recommendation.
- 3. The voting result from Faculty Council will be sent to the vice president for academic affairs, who will relay the results to the president of the College.
- 4. Final approval is granted by the College president, who has the authority to grant emeritus status.
- 5. An emeritus certificate is drawn up by the President's Office, signed by DBOT, and presented at a regular DBOT meeting.

D. Privileges and Recognition

- 1. Those honored with emeritus status have the following privileges:
 - a. The option to continue using a South Florida State College email account
 - b. Access to and use of the South Florida State College libraries and on-campus resources
 - (i) *Note: Remote access to electronic resources and databases is not available due to licensing restrictions.*
 - c. Access to and use of the library for the purpose of computer access

- d. Access to and use of SFSC gym facilities/centers
 - e. Participation in employee wellness events, health fairs, Commencement, Professional Development Day, and other College events as determined by the president (or his or her designee)
 - f. The opportunity to volunteer to assist with College events as determined by the president (or his or her designee)
 - g. Access to faculty discounts offered through the College Bookstore
 - h. Access to faculty admission rates for all College events for which free or reduced-priced admission is available to current faculty and staff members
- 2) Those honored with emeritus status have the following recognitions:
- a. South Florida State College identification badge with the title *Professor Emeritus*
 - b. Recognition in the South Florida State College Catalog as *Professor Emeritus*, if the individual holds a position listed in the Catalog at the time of retirement
 - c. Emeritus certificate presented at DBOT meeting at end of last term
- 3) Those honored with emeritus status agree that emeritus status can be revoked at the discretion of the president or the College, based on violations of College policies and procedures.

HISTORY: Adopted: 1/20/2026

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Reviewed:

Revised: