

	<b>POLICY</b>	<b>Motion No.</b>	<b>EXEC 1015-2020</b>
	<b>Employee Emeritus Appointments</b>	<b>Effective Date</b>	<b>12/15/2020</b>
		<b>Responsible Department</b>	<b>President's Office</b>
		<b>Attorney Review / Date</b>	<b>NA</b>

**Definition**

Emeritus status is an honor bestowed upon Pennsylvania Highlands Community College employees in recognition of their outstanding contributions to Pennsylvania Highlands Community College and the surrounding communities. Appointments to emeritus status also provide retired employees with the support to remain active contributors to Pennsylvania Highlands Community College after retirement. Emeritus appointments may be revoked for cause.

**Eligibility**

Emeritus status can be conferred upon retired employees who have met the following eligibility requirements:

- 1) Have officially retired from Pennsylvania Highlands Community College as determined by College policy or an applicable collective bargaining agreement.
- 2) Have served as a full-time employee for a minimum of 15 years.
- 3) Have provided meritorious and significant contributions to the College and the surrounding communities.

An employee may be awarded emeritus status posthumously.

**Emeritus Recommendation Process**

- 1) Current full-time employees or members of the College Board of Trustees may nominate retired employees for emeritus status.
- 2) The nominator(s) must provide significant evidence of the nominees meritorious and significant contributions to the College and surrounding communities. Evidence to support the nomination may vary from candidate to candidate but may include reference letters, a list of significant contributions, and examples of contributions published in the local media or other reputable sources. The nominator may also be asked to provide an oral argument to Cabinet, and later, to the Board of Trustees.
- 3) After reviewing the nomination documentation and having discussions with Cabinet members, the President will determine if the recommendation is moved to the Board of Trustees for action.
- 4) The Board of Trustees will approve or deny the request for emeritus status by vote at a full Board meeting.

**Privileges of Emeritus Status**

Privileges for individuals with emeritus status include the following:

- 1) Retaining his/her title at the time of retirement followed by the designation emeritus.
- 2) Retaining a Pennsylvania Highlands Community College identification card.
- 3) Retaining a College email account and contact listing on the College website.
- 4) Having a standing invitation to all College events including commencement. Any cost of attendance to the College event will be offered at a reduced rate.
- 5) Enrolling into for-credit classes tuition free if space is available. Course fees will apply.
- 6) Enrolling into Community Education classes at a 20 percent discount.

### **Revocation**

Emeritus status may be revoked by the Board of Trustees if the person, at any time, is involved in an illegal impropriety or action that brings dishonor to the College.

<b>Effective Date</b>	<b>Motion Number</b>	<b>Document Author</b>	<b>Description of Change</b>
12/15/2020	EXEC 1015-2020	President	Policy Revision
04/23/2013	EXEC 1006-2013	College Senate	Changed the definition of Retiree
2012	NA	College Senate	Initial Release