



Faculty Emeritus Program Selection Process

Eligibility:

- Employed as regular full-time faculty at Collin College for at least ten (10) years
- Retired from Collin College
- The faculty member's most recent faculty contract was a multi-year contract and, if applicable, the Council on Excellence identified the faculty member as meeting standards of excellence as a part of its peer review process in the faculty member's most recent review
- Faculty member consistently upheld the college's Core Values
- Have demonstrable accomplishments of excellence in teaching, service, professional development, and/or leadership as a full-time faculty at Collin College

Stage 1: Nominations

On a rolling basis throughout the year:

- Any Collin College staff or faculty may nominate former faculty to VP/Ps or their designee to be considered for nomination to Faculty Emeritus status. Note: For faculty or staff with a break in service from the college (nominator or nominee), the nomination should be submitted through the VP/P of the campus where the faculty nominee last served. If unsure, please submit directly to the office of the Executive Vice President (EVP).
- Nominations should be made through submission of:
 - A completed Faculty Emeritus nomination form
- Nomination forms will be available on the Council on Excellence and Human Resources (HR) webpages.
- VP/Ps or their designees should submit signed (original) nominations to HR for verification of employment-related eligibility.
 - For nominees whose employment-related eligibility is verified, HR will forward for review the following documents to the EVP:
 - Nomination form
 - The two most recent Collin College Board Reports of the nominee

The executive assistant of the EVP will ensure that the nomination materials are available as PDFs saved to the I-drive Faculty Emeritus folder and notify the Chair of COE. The COE Chair will notify the review committee (See Stage 2) of nomination(s) available for review.

Stage 2: Review of Nominations

Review of Faculty Emeritus materials will be performed on a rolling basis during the fall and spring semesters of each academic year.

- Review of nominations will be completed by a Faculty Emeritus Review Committee. This committee will be composed of eight (8) faculty members recommended by the COE Chair in consultation with the SVP and EVP. Committee members do not have to sit on COE to serve on the Faculty Emeritus Review Committee.
- Committee members will individually review the Faculty Emeritus nomination materials and either Recommend (R) or Not Recommend (NR) the nominee for Faculty Emeritus status.
- Committee members will email their decisions (R or NR) to the COE Chair within two weeks of receiving the review request from the COE Chair. Should a committee member need to

abstain from participating in the review of a nominee, the COE Chair may serve as a reviewer or appoint an alternate reviewer from COE membership.

- The COE Chair will compile the recommendations made by the committee.
 - Faculty unanimously recommended by the committee will be recommended for Faculty Emeritus status by the COE Chair to the Executive Vice President (EVP) for recommendation to the District President.
 - Faculty for whom more than two (2) committee members vote "Not Recommend" will not be recommended for Faculty Emeritus status by the COE Chair.
- The COE Chair will chair a minimum of one (1) committee meeting in the fall and one (1) committee meeting in the spring semester to review all nominees who were "Not Recommended" from the initial committee review. Following this review, each member will vote to Recommend (R) or Not Recommend (NR) the nominee for Faculty Emeritus status. Only nominees gaining unanimous votes of "Recommend" will be submitted to the Executive Vice President (EVP) for recommendation to the District President.
- The COE Chair will notify the Executive Vice President (EVP) of the recommendation status of all nominees within eight (8) weeks of receiving the nomination materials.

Stage 3: Approvals and Announcement of Faculty Emeritus Status

- The District President will review recommended nominations and submit approved nominations to the Board of Trustees.
- The Board of Trustees will review District President approved nominations and confirm/decline Faculty Emeritus status. The Board of Trustees will publically confer Faculty Emeritus status to confirmed individuals.