

 CSN Policy	Emeriti Faculty Policy
Category: Faculty	Effective Date: 04/15/2022
<p>MOST RECENT SIGNIFICANT CHANGES</p> <p>Version 5:</p> <ol style="list-style-type: none"> 1. Provide procedure for administrative faculty to apply for emeritus/emerita status. 	

I. POLICY PURPOSE

The purpose of this policy is to describe institutional policy concerning emeritus status.

II. DEFINITIONS

- A. **Academic Faculty**
- B. **Administrative Faculty**

III. POLICY STATEMENT

NSHE Handbook, Title 4, Chapter 3, Section 39. Emeritus/Emerita Status 1. 2. A person granted the title Emeritus/Emerita is considered to have lifetime status as a NSHE employee. 3. Emeritus faculty and professional staff, their spouses and financially dependent children are eligible for grant-in-aid privileges equivalent to those provided pursuant to Title 4, Chapter 3, Section 11. 4. Institutions may adopt such policies concerning additional benefits for emeritus faculty as are considered appropriate. Such policy statements, or a summary thereof, shall be in writing and, as appropriate, included in the administrative manual or faculty handbook of the institution. Additional benefits that may be adopted for System Administration emeritus faculty or staff shall be established in cooperation with a specific NSHE institution on a case by-case basis.

- A. Emeritus status is an honor that may be selectively awarded to full-time faculty and professional/administrative staff who retire after distinguished and long-term achievement and service to an NSHE institution or to an NSHE System Administration unit.
- B. The qualifications for this rank are measured in terms of the individual's total contribution to the college, based upon academic achievements, student commitment and service to CSN and Community.
- C. Even though a faculty member may be assigned to different departments/administrative units during their employment at CSN, emeritus status shall only be voted upon by a single department, except as otherwise stated herein.
- D. A person granted the title Emeritus/Emerita is considered to have lifetime status as a NSHE employee as specifically outlined below.
- E. Full-time faculty members who attain emeriti status and are approved to teach one or more classes in any academic year will be listed in the college catalog, invited to participate in academic events and ceremonies, and are entitled to receive a faculty identification card. The latter provides entitlements to library privileges and grant-in-aid privileges for the faculty member, their spouse and financially dependent children. Emeriti faculty can also request email privileges and/or business cards.
- F. All invitations for emeriti faculty to teach classes are at the discretion of the department chair and subject to approval of the dean within resources of the division.
- G. Emeriti faculty may teach no more than 8 IUs in any given semester and no more than 14 IUs in an academic year, including summer, for which compensation will be based on the emeritus faculty's summer rate of pay at the time of retirement or at current adjunct rate, whichever is higher.
 1. Emeriti faculty teaching more than 8 IUs in any given semester or more than 14 IUs in an academic

year will be compensated at the adjunct rate of pay for IUs beyond these defined limits.

2. Emeriti faculty may teach in more than one department in which they are qualified but must inform the chairs of the impacted departments of their total workload.

H. Revocation of Emeritus Status:

If an emeritus faculty member is responsible for acts of moral turpitude that may have an adverse impact on the college or bring discredit, disrepute, or potential legal liability upon the college, the emeritus status may be subject to review and revocation.

For academic faculty, the VPAA may ask the Faculty Senate Executive Committee (FSEC) to review the emeritus status of the instructor. Upon completing said review, the Faculty Senate Chair shall make a recommendation to the VPAA. The VPAA shall inform the emeritus instructor, Chair, and Dean of the decision regarding the retention of the emeritus status and make a corresponding recommendation to the President.

For administrative faculty, anyone at the level of Vice President or higher may ask the Administrative Faculty Assembly (AFA) to review the emeritus status of the faculty member. Upon completing said review, the AFA Chair shall make a recommendation to the President. The President or designee shall inform the emeritus faculty member and AFA Chair of the decision.

IV. PROCEDURE

- A. This procedure is used by any full-time faculty member who is retiring after ten or more years of continuous service to the College of Southern Nevada (CSN).
- B. Employees may apply within six (6) months prior to retirement or within six (6) months immediately after retirement.
- C. The Emeritus application package shall contain, but not be limited to following:
 1. A completed application form (Attachment B). If desired, applicant may copy/create the form in a word processor being certain to address each of the required elements. Applicants may use separate sheets, if needed, to demonstrate their case.
 2. Evidence of relevant accomplishments, including dates, to reflect timeline of the applicant's activities.
- D. The following procedure shall apply to the application process for all Academic Faculty:
 1. Due Dates and Deadlines for Those Applying at the Beginning of a Fall Semester:

The application process needs to be begun early enough for the application to reach the VP of Academic Affairs (VPAA) by November 1.

 - a. Submit all documents to the Department Chair no later than September 15.
 - b. Department Chair forwards the application to the full-time members of the department by October 1 and conducts department voting by October 15.
 - If a majority of voting members of the department do not vote to approve the application, then the Department Chair informs the applicant of the voting result.
 - If a majority of the voting faculty members approve the application, then the Department Chair forwards the application with his/her recommendation to the Dean by October 20.
 - c. Dean forwards the application and his/her recommendation to the VPAA by November 1 and informs the applicant that his/her application has been forwarded to the VPAA.
 - d. VPAA submits the application and his/her recommendation to the President by November 15.
 - e. President makes the decision by December 1 and informs the applicant.
 2. Due Dates and Deadlines for Those Applying at the Beginning of a Spring Semester:

The application process needs to be begun early enough for the application to reach the VP of Academic Affairs (VPAA) by March 30.

 - a. Submit all documents to the Department Chair no later than February 15.
 - b. Department Chair forwards the application to the full-time members of the department by March 1 and conducts department voting by March 15.

- If a majority of voting members of the department does not vote to approve the application, then the Department Chair informs the applicant of the voting result.
 - If a majority of the voting faculty members approve the application, then the Department Chair forwards the application with his/her recommendation to the Dean by March 20.
- c. Dean forwards the application and his/her recommendation to the VPAA by March 30 and informs the applicant that his/her application has been forwarded to the VPAA.
 - d. VPAA submits the application and his/her recommendation to the President by April 16.
 - e. President makes the decision by April 30 and informs the applicant.
- E. The following procedure shall apply to the application process for all Administrative Faculty:
1. All full-time administrative faculty within the nominee's unit will be eligible to vote on whether to recommend approval of the nomination to Emeritus/Emerita Status. If relevant full-time peers are not easily identifiable (e.g., an administrative faculty member is housed in a unit without other administrative faculty), a group of at least five (5) relevant full-time peers will be identified by the immediate supervisor and approved by the Chief Human Resources Officer for the purposes of review and voting.
 2. The President will review the application materials and results of all votes and will then make a final determination. The Office of the President will inform the candidate in writing.
 3. The President shall provide no less than five (5) working days' notice to the Faculty Senate Chair, who shall notify the Faculty Senate, prior to approving emeritus status.
- F. Administrative Faculty Request for Reasons and Reconsideration: Within fifteen (15) calendar days after notification that the application for Emeritus status has been denied, the administrative faculty member may submit a written request to the President for a statement of the reasons for the denial. The President (or designee) will provide a written response via email within fifteen (15) calendar days of receiving the request for reasons. Within fifteen (15) calendar days of receiving the reasons, a faculty member may request reconsideration. The request must be submitted in writing, via email, to the President and must include the reasons, arguments, and documentation supporting the request for reconsideration. Within fifteen (15) calendar days of receiving a request for reconsideration, along with supporting documentation, the President will notify the faculty member in writing of the final decision. This decision is not eligible for further appeal.
- G. Academic Faculty Appeal of Denial of Emeritus Status: In the event of a denial of emeritus status at any step, the applicant may appeal the decision as follows.
1. The burden of proof is on the applicant.
 2. Upon being informed of a denial of emeritus status, the applicant has ten (10) working days to appeal the decision.

3. The appeal must be made in writing to an appellate committee consisting of the Faculty Senate Chair (FSC), Chair-Elect and Immediate Past-Chair (or designees), along with two faculty members chosen by the applicant.
4. The committee will then have ten (10) working days to review the appeal, and the decision will be based on a simple majority opinion of the committee members.
5. If the appellate committee fails to render a decision within ten days of the appeal, the decision will default to a recommendation of approval of emeritus status.
6. The decision of the committee is final and not subject to additional appeals.
7. The FSC shall inform the applicant, Chair, Dean and VPAA of the committee's decision and make a corresponding recommendation to the President.

V. AUTHORITY AND CROSS REFERENCE LINKS

NSHE Board of Regents Handbook Section on Emeritus/Emerita Status: Title 4, Chapter 3, Section 39.
[Title 4 - Codification of Board Policy Statements \(nevada.edu\)](#)

VI. DISCLAIMER

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Office of General Counsel and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the Office of General Counsel (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority.

VII. SIGNATURES

Recommended by:

Faculty Senate Chair

Date

Reviewed for Legal Sufficiency:

/s/ Lynda King for James J. Martines

General Counsel

04/15/2022

Date

Approved by:



President

04/15/2022

Date

VIII. ATTACHMENTS

- A. History
- B. Emeriti Application Form

ATTACHMENT A
HISTORY

Version 5:

- 04/15/2022: Approved by CSN President Federico Zaragoza pursuant to Section II.C.4 of the CSN Policy Development, Approval and Formatting Policy

Version 4:

- 05/06/2019: Approved by CSN President Federico Zaragoza
- 04/25/2019: Reviewed for legal sufficiency by General Counsel (R. Hinckley)
- 03/08/2019: Recommended by Faculty Senate (D. Dockstader)
- 03/04/2019: Submitted by Faculty Senate Rules and Bylaws Committee (J. Matovina)
Most Recent Changes
 1. Section II.C: Addresses emeritus status for faculty assigned to multiple departments.
 2. Section II.G.2: Adds mandate for informing chairs of impacted departments of total workload.
 3. Section III.D-E: Replaces Dates and Deadlines Section (previous Section III.D) with revised and separate timelines for fall (new Section III.D) and spring (III.E) applicants.
 4. Section III.F: Creates an appellate process for denial of emeritus status.
 5. Section III.H: Creates a process for revocation emeritus status.

Version 3:

- 07/07/2016: Revision Submitted by Policy Review Committee (S. Lyman)
 - Reorganized Policy According to the CSN Policy Requirements and Format Policy
 - Removed redundant wording

Version 2:

- 10/31/15: Language improvement

Version 1:

- 01/04/2007: Approved by CSN President Richard Carpenter

