

 <p>RHODE ISLAND COLLEGE</p> <p>OFFICIAL PRACTICE</p>	<p><i>Emeritus Appointments</i></p>	<p>EFFECTIVE DATE: 2014/01/21</p> <p>REVISION HISTORY: <i>this has been a long-standing practice at RIC; faculty emeriti codified for the first time and placed in same document as administrative emeriti e</i></p>
<p>RESPONSIBLE OFFICE: President's Office</p>	<p>POLICY OWNER: President's Office</p>	<p>SUPERSEDES: <i>"Emeritus/Emerita Status for Administrative Retirees" (2009/04, revised 2011/05 and 2011/10)</i></p>

- A. When a member of the college faculty¹ or senior administrative staff retires from active service in good standing, and that individual has served with exceptional distinction, the president may confer emeritus/emerita status on said individual.
1. Emeritus appointments are at the complete discretion of the president of the college. Changes or exceptions to this practice may be made at the president's discretion.
 - a. Emeritus appointments represent a significant honor, and therefore very few are conferred. The president may make as many or as few appointments as she/he deems appropriate; this includes making no appointments at all in any given year.
 - b. The emeritus title is strictly honorific; it does not confer any employment status or rights.
 2. Eligibility
 - a. Faculty holding the title of Professor, Associate Professor, or Assistant Professor.
 - b. Senior administrative staff holding the title of director or higher on the college's official organizational chart. There is no distinction given to union/non-union status.
 - c. The granting of emeritus/emerita status is reserved solely for those who enter retirement in good standing and not for separation from service for any other reason.
 - d. Qualified individuals who retired in prior years are eligible for consideration.
 - e. The college does not grant emeritus/emerita status posthumously.
 3. Titles
 - a. The emeritus/emerita title shall be the same title held at the time of the individual's retirement. For faculty holding joint appointments, both departments are generally included in the title.

¹ Section 7.9 of the [Agreement](#) between RIC/AFT and the Council on Postsecondary Education is a general reference to faculty emeriti. There is no corresponding reference in the PSA contract.

- b. At the discretion of the president, an administrative retiree who has also served as a member of the faculty may be honored by use of her/his academic title rather than the title held as an administrator.
 - c. Individuals retiring from an acting or interim position will be recognized with the title of their permanent, full-time position, and not their temporary assignment.
4. Timetable
- a. Nominations may be made at any time; however, the deadline for submission in order to be considered in any given year is June 15.
 - b. Customarily, all nominations are considered once per year in early summer. In recent years, the public announcement of emeritus appointments has taken place at the Opening Coffee Hour in August.
5. Process
- a. For faculty, written nominations are normally made by department chairs and forwarded directly to the college president, although nominations may also come directly from deans. Alternately, department chairs may forward nominations to the appropriate dean, who will then forward the nomination to the president.
 - b. Administrative emeritus nominations generally originate from the individual to whom the nominee reports. However, this does not preclude a nomination from a higher administrative level.
 - c. Self-nominations, or nominations from outside the appropriate supervisory hierarchy, cannot be considered.
 - d. The president seeks the confidential advice of the President's Executive Cabinet (P.E.C.) on all nominations before rendering a decision; this is the opportunity for the vice presidents to add their judgment. However, the president's decision is final.
6. The nomination
- a. Nominations should take the form of a letter to the president. Electronic transmittal is requested.
 - b. Most successful nominations provide the type of information listed in this section. Not every nominee is expected to have an entry in each area; also, there may be other factors that the nominator wishes to include. Bear in mind that these are guidelines only; other factors may also be considered and the president is free to weigh the criteria in any manner she/he deems appropriate.
 - i. Significant length of service to the college. Normally, successful candidates will have served for at least twenty years.
 - ii. A demonstrated and consistent record of contributions to the college that far exceed normal expectations of a faculty member or administrator (*please cite specific examples*).

- iii. For faculty, a reputation as a good teacher and role model for colleagues as well as students. For administrators, a reputation as a good role model for colleagues and for any students with whom they have interacted.
 - iv. A record of leadership in the individual's discipline or profession and/or the greater community that has brought distinction to Rhode Island College (*please cite specific examples*).
 - v. An interest in continuing to serve, to support, and to contribute to the institution and to its mission
- c. Because most nominees will have a record of service spanning multiple decades, nominators should not assume that those who will deliberate on the nomination possess full knowledge of the candidate's contributions. That is why the nomination requires some degree of specificity. It is not necessary to include a full vita, but it is important to include pertinent highlights in the nomination.
 - d. Strict confidentiality must be maintained throughout the process. The candidate should not be informed of the nomination. The need for confidentiality also precludes personal lobbying, letters of endorsement, or petitions; such actions will not be considered as part of the evaluation process. Therefore, letters of nomination should be sufficiently clear and comprehensive enough to enable thoughtful consideration of the nominee.

7. Notifications

- a. Each appointee receives a postal letter, personally signed by the president, indicating the individual's new status. Emailed copies are forwarded to the appropriate vice president, assistant vice president, dean, and department chair. Also copied is the official to whom the individual reported as well as the nominator, if such are not among the aforementioned positions.
- b. For promotion and administrative purposes, an emailed copy is also sent to the Vice President for Advancement and College Relations, the Office of Human Resources, the Office of College Communications and Marketing, and the Web Communications office.
- c. News of the appointment remains strictly confidential and is embargoed until such time as the president makes a public announcement. The appointee, of course, may inform immediate family members, with request of confidentiality.
- d. For nominations that are unsuccessful, the nominator will be notified by email, with request for strict confidentiality. The nominee, who would not be aware of the nomination, is not to be informed under any circumstances.

8. Responsibilities and Conditions

- a. Normally, an emeritus/emerita appointment shall be for life; however, because individuals holding the title continue their association with the college in the public domain, the college must reserve the right, under exceptional circumstances, to revoke such status. Violation of any of the following provisions may lead to revocation:

- i. Emeriti must behave in a professional, responsible, ethical, and lawful manner, and in accordance with the rules and policies of Rhode Island College, its governing board, and the State of Rhode Island, as well as federal and local laws and regulations. Any behavior, action, or conduct that would otherwise constitute grounds for discipline of a college employee may result in the revocation of emeritus status and/or privileges.
- ii. Emeriti may not use college resources to campaign or advocate for personal or political interests, to conduct for-profit business activities, or to support any non-profit activity unrelated to the college.
- iii. Emeriti may only have access to confidential student, personnel, or other official records to the extent required and authorized within the scope of an approved service activity.
- iv. Emeriti may neither purport to represent the college in any matter nor bind the college to any commitment or obligation, contractual or otherwise, absent written prior approval from the president or president's designee.

9. Privileges and Benefits

Individuals holding emeritus/emerita status may be eligible for such benefits and privileges as may be from time-to-time established by the college. Examples of such benefits and privileges may include:

- a. an official certificate certifying the appointment, personally signed by the president, and enclosed in a suitable case, cover, or frame
- b. listing in the faculty/staff directory and on the college web with the new title
- c. RIC identification card
- d. faculty/staff borrowing privileges at Adams Library
- e. permission to park in lots restricted to faculty and staff (with proper registration of vehicle with the Security and Safety Department)
- f. continued use of their assigned college email account
- g. continued access to RIC computers in the Faculty Development Area of the open computer labs, on a space available basis
- h. discounts on admission to cultural, athletic, or other events normally provided to faculty and staff
- i. invitations to special emeriti events as may be held from time-to-time
- j. access for emeriti faculty, subject to the constraints of [Council by-law XVIII A.4.](#), to apply to the Rhode Island College Faculty Research Fund

- k. an invitation to march in convocation processions; faculty emeriti are invited to march with the appropriate academic department; administrative emeriti are invited to join the line of march with active administrators of the same rank
- l. posthumous recognition: if the college learns in a timely manner of the passing of an emeritus/emerita, college flags will be lowered to half-staff and a notice circulated to faculty and staff. If news of the passing is delayed to a point where flag lowering would be inappropriate, a notice will still be circulated to faculty and staff providing information of the passing.