

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM  
Policy # 1.030

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Title: EMERITUS TITLES

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Authority: Board Action

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### **Granting of Emeritus Titles.**

#### **Purpose:**

The emeritus(a) title may be granted by the LCTCS Board of Supervisors as an honorary designation for retired faculty and administrators for meritorious service to the Louisiana Community and Technical College System, the college, and the community at large. It is reserved for those who have had distinguished careers and whose significant contributions set them apart from their peers. Achieving the status of Emeritus(a) is to be viewed as the highest honor that the LCTCS may bestow upon an employee.

Each year, on or before July 1, all LCTCS colleges will be responsible for informing the LCTCS Human Resources Department of the benefits Emeritus(a) designation provides for retired faculty and staff, as these will vary from institution to institution.

#### **Title Requirements:**

The designation of the title Emeritus(a) is recommended as a method of honoring persons for meritorious service. The criteria requires the applicant to officially retire from the college; have been a full-time professor or administrator; have at least 10 consecutive years of service at the college and be over 60 years of age, or have over 20 consecutive years of service at the college; have demonstrated extraordinary service to the LCTCS, his or her college and the community; and achieved significant accomplishments throughout his or her career.

#### **Procedure:**

Interested Emeritus(a) applicants or nomination packets should be submitted to the President of the community or technical college. Each community or technical college shall appoint a review committee, consisting of not less than 3 and no more than 5 individuals, to evaluate Emeritus(a) candidates. The committee will make recommendations to the President of the LCTCS, who will then review the committee's recommendations and, if deemed qualified, submit a recommendation to the LCTCS Board of Supervisors. The Board of Supervisors will make the final determination of Emeritus(a) status.

The following materials should be included in each application/nomination packet:

1. A letter of application highlighting achievements and service to the System, college and community;
2. Supporting documentation illustrating contributions to the System, college and community;
3. Recommendations from supervisors, colleagues and, if applicable, former students or clients.

**Criteria for the Awarding of Emeritus Title:**

The review committee is charged with weighing the following components over the course of the applicant's career and will look for a record of achievement establishing the candidate as a leader of extraordinary distinction. The committee will evaluate applicants on each of the following:

a. Professional Responsibilities

*Teaching Faculty:* Evidence of outstanding teaching, including student evaluations; letters from the dean of the division, colleagues and students; and other supportive materials including yearly evaluations.

*Professional and Administrative:* Evidence of outstanding service, including student evaluations, if applicable; letters from supervisors, colleagues and students or clients; and other supportive materials.

b. Service to LCTCS, the College and Community

Evidence of extraordinary and exemplary contributions, advancement or positive impact to the LCTCS, college, students, or community. The applicant will be reviewed using similar criteria as performance evaluations throughout their career.

c. Professional Development

Evidence of currency in the field over the course of their career; involvement in professional organizations; and scholarship.