



## 4.1.050

### Emeritus Status Policy

Date of last board of trustees review: November 06, 2024

The originator of this policy is People & Workplace Culture. Questions regarding this policy may be directed to the originator by calling 801-957-4210.

#### 1. Policy

Emeritus status honors retiring and former faculty, staff, and administrators whose contributions have made Salt Lake Community College ("SLCC") one of the finest community colleges in the nation. In granting this status, SLCC recognizes the significant advantages of maintaining an association with excellent employees who have or will soon be retired. Emeritus status shall be granted in accordance with prescribed procedures as outlined in the accompanying procedures document.

#### 2. References

Reserved

## 4.1.050

### Emeritus Status Procedure

Date of last executive cabinet review: August 27, 2024

The originator of this procedure is People & Workplace Culture. Questions regarding this procedure may be directed to the originator by calling 801-957-4210.

### 3. Definitions

**Emeritus:** an honorary status awarded to retired SLCC employees in recognition of their significant meritorious contributions to the mission of the college in the areas of student success, teaching, scholarship, leadership, innovation, and/or service.

See [Personnel Definitions](#)

### 4. Procedures

#### A. Eligibility

Employees shall be eligible for emeritus status when they:

1. have submitted an [early retirement application form](#) or a letter of intent to retire from full-time service;
2. have been employed full-time at SLCC for at least ten years preceding retirement;
3. are in good standing without any corrective action at level 2 or above; and
4. have been nominated.

#### B. Selection for Emeritus Status

1. Nominations for emeritus status shall be made by a current college employee who has knowledge regarding the nominee's background.
2. The person nominating the individual shall:
  - a. complete the [Emeritus Nomination Form](#); and
  - b. submit the form and required documentation to the People & Workplace Culture Benefits Office ("PWC").

3. PWC shall review nominations to ensure employees meet the criteria in section 4.A. and then route the form for required signatures.
4. The reviewer at each approval level will review the nomination submission for merit.
5. Approval is at the reviewer's discretion. If not approved at any level, the nominee's executive cabinet member will be notified by PWC.
6. The completed nomination form with all required signatures through the provost/vice president level and supporting documentation must be submitted to the PWC by the first Friday in March. PWC will send the submission to the president for final approval.
7. The Benefits office will notify the nominee of the decision with a notification letter, including the nomination form and letter of recommendation.

#### C. Guidelines Regarding Emeritus Status

##### 1. Emeritus Rank

An employee's emeritus rank will be associated with the retired employee's position title at the time of retirement, e.g., professor emeritus, associate professor emeritus, assistant professor emeritus, instructor emeritus, director emeritus, vice president emeritus, etc.

2. Persons awarded emeritus status must comply with college policies and procedures. If they violate these policies and procedures or act in a manner not in alignment with the college's values, the college president may revoke the person's emeritus status.
3. Individuals awarded emeritus status shall not speak for or publicly represent the college without prior written permission from the college president.
4. The president must approve exceptions to the procedures outlined in section 4.

#### D. Benefits of Emeritus Status

1. The executive cabinet establishes the benefits of emeritus status. A current listing of benefits can be found at the [SLCC People & Workplace Culture website](#).
2. Emeritus status involves no duties and provides no stipends or remuneration. Individuals who are awarded emeritus status are not considered employees.