
Applies to: Faculty, staff, and trustees

Responsible Office

Human Resources

POLICY STATEMENT

The emeritus title is honorary and granted in recognition of outstanding service. This honor is reserved for those who are retiring from dedicated service to the college as regular status members of the faculty or administrative & professional staff, or Board of Trustees members.

Purpose of the Policy

To recognize outstanding service of those retiring from dedicated service to the college as regular status members of the faculty or administrative & professional staff, or Board of Trustees members.

Policy Details

- I. A retiring faculty or administrative & professional staff employee who has at least 10 years of regular status service with the college may be appointed emeritus status. The title should be conferred within the calendar year of the retirement except for those individuals who may become emeritus by retroactive application of this policy.
- II. Emeritus status for retiring employees carries certain privileges available to honorees upon their request including:
 - A. Issuance of a COTC parking sticker;
 - B. Same discounts through campus bookstore as are available to regular status employees;
 - C. Use of a shared office assigned to emeriti personnel, if available;
 - D. Use of the Adena Recreation Center, a locker, and other campus recreational facilities at no cost during regular hours;
 - E. Free attendance to audit classes on space available basis;
 - F. Listing in commencement program (emeriti faculty only);
 - G. Privilege to march in academic procession at commencement ceremonies (emeriti faculty only); and
 - H. Other privileges as assigned.
- III. To enable the college to benefit from the expertise and experience of its board members, the Board of Trustees may, by majority vote, appoint as “trustee emeritus” any member retiring from the board after a minimum of six years of service as a trustee. The title may be awarded retroactively at the discretion of the board. The title shall carry with it selected privileges including:
 - A. Issuance of a COTC parking sticker; and
 - B. Use of the Adena Recreation Center, a locker, and other campus recreational facilities at no cost during regular hours.

PROCEDURE

- I. Employee recognition
 - A. Generally, the recommendation is initiated by the immediate supervisor or the employee to the president;
 - B. The president then recommends the appropriate action, including any commemorative resolution, to the Board of Trustees;
 - C. The board considers the recommendation according to its usual meeting procedures;
 - D. The board’s action, including any adopted commemorative resolution, is recorded in the board minutes; and

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- E. The president informs the retiree of the board’s decision, with a copy to human resources, and arranges or delegates any associated recognition as appropriate.
- II. Board member recognition
 - A. The recommendation, including any commemorative resolution, is initiated by the president and/or as a motion by a board member;
 - B. The board considers the motion according to its usual meeting procedures;
 - C. The board’s action, including any adopted commemorative resolution, is recorded in the board minutes; and
 - D. The board chair informs the retiring board member of the board’s decision, with a copy to the president’s office, and arranges or delegates any associated recognition as appropriate.

Responsibilities

Position or Office	Responsibilities
Department or employee	Initiate with the president the recommendation for emeritus status.
President	<ol style="list-style-type: none"> 1. Employee recognition: <ol style="list-style-type: none"> a. Recommend appropriate action on emeritus status recommendations, including any commemorative resolution, to the Board of Trustees; and b. Inform retiree of the board’s decision on emeritus status, with a copy to human resources, and; c. Arrange or delegate any associated recognition as appropriate. 2. Board member recognition: <ol style="list-style-type: none"> a. Initiate recommendation to the board for emeritus status
Board	<ol style="list-style-type: none"> 1. Employee recognition: <ol style="list-style-type: none"> a. Consider recommendations for emeritus status according to its usual meeting procedures; and b. Record the board action and any adopted commemorative resolution in the board minutes. 2. Board recognition: <ol style="list-style-type: none"> a. Considers motions for emeritus status according to its usual meeting procedures; b. Record the board action and any adopted commemorative resolution in the board minutes; and c. The board chair: <ol style="list-style-type: none"> i. informs the retiring board member of the board’s decision; ii. copies the president’s office on the decision; and iii. arranges or delegates any associated recognition as appropriate.
Human Resources	<ol style="list-style-type: none"> 1. For employees, places in the personnel file documentation of the conferred emeritus status; and 2. Records employee and board member emeriti statuses in the HRIS.



Emeritus Status for Retiring COTC Faculty, Staff, and Trustees, 2.6.08

College Policy

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Contacts

Subject	Office	Telephone	E-mail/URL
Policy interpretation and guidance	Human Resources	740-366-9367	https://go.cotc.edu/hr

History

Issued: 8/19/1985
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