

**FLATHEAD VALLEY COMMUNITY COLLEGE**  
**Policy Manual**

CHAPTER VI – HUMAN RESOURCES  
SECTION 80: EMERITA/EMERITUS POLICY

Approved: November 23, 2015

**EMERITA/EMERITUS POLICY**

**PURPOSE**

Flathead Valley Community College is grateful for the numerous contributions of its retired faculty and administrators, recognizes their potential as a continuing valuable resource, and is committed to fostering an active, ongoing relationship with them. They are encouraged to engage in service to FVCC in whatever ways are found to be satisfying and mutually beneficial for the advancement of the institution in serving students and area citizens.

**POLICY**

Flathead Valley Community College Board of Trustees reserves the right to confer the distinction of Emerita/Emeritus to members of the faculty or administrative staff who have served the institution with distinction over a lengthy career.

Flathead Valley Community College Board of Trustees may bestow recognition of Emerita/Emeritus Status to retired, full-time faculty and administrators for their distinguished service to the college.

The FVCC Board of Trustees sees the title of Emerita/Emeritus as a unique and special honor. The Board reserves the title for a few select individuals, and it is the Board's expectation that only the most outstanding faculty or administrators will be recommended for this unique honor. Emerita/Emeritus status is granted to retiring full-time faculty and administrators in recognition of dedicated service at Flathead Valley Community College. It is an earned rank and as such entitles its holders to commensurate rights and privileges.

## FLATHEAD VALLEY COMMUNITY COLLEGE EMERITA/EMERITUS NOMINATION FORM

**NOMINEE'S INFORMATION:**

Name	
Department	
Job Title	
Date of Retirement	
Years of Service at Retirement	

**SUPPORTING MATERIAL:**

- A. Documentation that the minimum years of service has been fulfilled
- B. Examples of teaching and/or service to the College; examples of professional development activities; and examples of community service activities
- C. Comprehensive statement of the candidate's service to education, especially highlighting time at FVCC
- D. Letters of recommendation from at least three (3) individuals including full-time and/or adjunct staff and/or an individual within the same area who is professionally acquainted with the candidate
- E. A vote of support by the members of the recommending college division or department.

**AUTHORIZATION:**

Name		Signature/Date	Recommend	Not Recommend
Nominator				
Department Chair			<input type="checkbox"/>	<input type="checkbox"/>
Vice-President			<input type="checkbox"/>	<input type="checkbox"/>
Emeriti Review Committee			<input type="checkbox"/>	<input type="checkbox"/>
President			<input type="checkbox"/>	<input type="checkbox"/>