

DRAFT: Emeritus Professor Process

Eligibility: This honorary designation may be conferred upon any retired member of the general faculty who was on faculty status at the College for at least twenty years and who has been retired for at least three years.

Criteria: Emeritus status is to be reserved for those who made a significant contribution to the College in the areas of teaching, scholarship, and professional service and who have continued to promote and support Amarillo College.

Nominations: **Nominations are to be annually solicited from the current faculty during the first two weeks of November** and must include a brief biography of the nominee as well as commentary regarding the above criteria.

Selection: **Faculty Senate will vote on the nominations via secret ballot during the December** meeting. Subsequently, the selected retiree will be submitted to the President, who, with the Faculty President, will present the information about the nominee to the Board of Regents for confirmation.

Communication: The Vice President of the Senate is the Chair of the Faculty Senate Emeritus Professor Sub-Committee. Upon approval by the Board, the Vice President notifies the honoree of his or her Professor Emeritus Award Selection, and, along with other members of said sub-committee:

- Selects a date for a spring reception
- Requests a guest list from the nominee
- Arranges for a photo in coordination with the President's Office
- Creates invitations and mails them
- Assists honoree with biography and speech
- Arranges for and hosts reception
- Notifies all faculty of reception date and time