

Professor/Counselor/Librarian Emeritus Application

TODAY'S DATE: _____

Applications (for bargaining unit members only) may be submitted in .pdf format and to the attention of the College Awards Committee within ninety (90) days prior to or one year following retirement.

For detailed information and before application is submitted, please see pages 45-46 of the Master Agreement between the JCCC Board of Trustees and the JCCC Faculty Association that can be found at the following link: <https://www.jccc.edu/about/leadership-governance/administration/human-resources/employee-benefits-leaves/files/pdfs/master-agreement.pdf>

Documentation, 750 words maximum. Applicant must provide support in the following areas:

- Evidence of professional excellence
- Leadership roles at JCCC
- Classroom teaching excellence/service to students
- Other significant contributions to JCCC programs and initiatives

Also required: one letter of recommendation from a colleague within or related to the discipline.

Applicant Name: _____

Division: _____

Department / Program: _____

Retirement Date: _____

Year hired as full-time instructor:

(Date must be at least 15 years prior to retirement date.) _____

Date to begin Emeritus Status:

(Date must be at least 90 days after retirement date.) _____

By checking this box, you are agreeing to submit your completed application to the College Awards Committee. Please make sure that you have included documentation with the form. A confirmation email will be sent to you and the emeritus selection committee to alert them to begin the review process.

.....FOR ADMINISTRATIVE USE ONLY.....

HR verification that the employee meets years of service and KPERS eligibility

Professor/Counselor/Librarian Emeritus Status Recommendation (include any supporting documentation):

____ Recommended by selection committee

____ Not recommended by selection committee

Committee Members 2019-2020:

- Academic Support
- Arts, Design, Humanities & Social Sciences
- Business Communications
- Computer Sciences & Information Technology
- English & Journalism
- Healthcare, Public Safety & Wellness
- Industrial Technology
- Mathematics
- Science
- Dean of Arts, Design, Humanities & Social Sciences
- Dean of Healthcare. Public Safety & Wellness

Date: _____

The selection committee will verify with Human Resources that the applicant has 15 year of full-time regular employment in a bargaining unit position at JCCC.

The selection committee shall forward the appropriate Vice President the name of any bargaining unit member recommended for Professor/Counselor/Librarian Emeritus status.

Final approval for this designation shall be granted by the Chief Academic Officer.

A copy of the signed recommendation will be sent to the following: 1) Program assistant / dean / director / chair, 2) Division dean, and 3) Human Resources.

Applicant will be notified by the Vice President of Academic Affairs/CAO.
Application Review Completed