

**Subject: Emeritus Appointments of Classified Staff**

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**1. Purpose**

This policy addresses the appointment of retired full-time classified employees of the college to status of Classified Staff Emeritus and the rights and privileges accompanying such appointments. It complies with applicable policies of the Virginia Community College System as delineated in Section 3.1.2 of the *VCCS Policy Manual*.

**2. Policy**

Tidewater Community College recognizes that classified staff employees perform exemplary service over the course of their careers. Such service is generally rewarded through awards and other methods of recognition. In those cases where the individual's service and contributions to the college have been particularly meritorious and significant, upon retirement, a classified staff member shall be eligible for appointment to Classified Staff Emeritus status.

The number of nominations to be recommended for Classified Staff Emeritus status in any given year shall not exceed two percent of the number of full-time classified staff as of October 31<sup>st</sup> or one person per campus and District Human Resources, whichever is larger.

## **2.1. Eligibility**

The following criteria must be met to be eligible for appointment to Classified Staff Emeritus status.

1. The individual must have retired from TCC service as a member of the classified staff within the previous five (5) years or have formally stated the intent to retire in the fiscal year (i.e., by June 30) in which considered for selection.
2. The individual must be (or have been) a full-time classified employee.
3. The individual must have a minimum of ten years of full-time service as a member of TCC's faculty and staff.
4. The individual must have made meritorious and significant contributions to Tidewater Community College.

## **2.2. Rights and Privileges of Emeritus Appointees**

The following rights and privileges shall accompany appointment to Emeritus status.

1. Listing in the faculty and staff section of the *Tidewater Community College Catalog*, with identification as Classified Staff Emeritus.
2. Full use of the facilities of the college's learning resources centers.
3. Employee parking privileges.
4. College ID card.
5. A standing invitation to attend special events, concerts, presentations, or lectures sponsored by the college, as well as to participate in college intramural and recreational programs.
6. The employee discount at the college bookstores.
7. A college e-mail account.

Classified Staff Emeritus appointees shall be officially so named at the college's recognition event for retirees in the year of their nomination's approval by the College President and the Tidewater Community College Board.

## **3. Responsibilities**

The Associate Vice President for Human Resources shall develop and promulgate procedures to implement the policy delineated above.

## **4. Procedures**

The following procedures apply for the nomination of full-time classified employees who retire from Tidewater Community College for appointment to Classified Staff

Emeritus status. Deadline dates specified in this procedure shall be incorporated into the college's working calendar.

1. By September 30<sup>th</sup> of each year, the Associate Vice President for Human Resources shall issue a call for nominations of classified staff for Emeritus status with the deadline for such nominations being October 15<sup>th</sup>.
2. Any current or retired member of TCC's full-time classified staff may nominate a colleague for Classified Staff Emeritus status using the attached [nomination form](#) which shall be submitted to the appropriate supervisor by October 15<sup>th</sup>. In addition to the nomination form, the nomination shall consist of at least three letters of support from current or retired TCC employees, one of whom may be the person originating the nomination. The letters of support should delineate, in detail, the nominee's particularly meritorious and significant service and contributions to the college. If available, a current résumé should accompany the nomination. Taken together, the letters and résumé should include the nominee's work history, community and TCC activities, and any other pertinent information to help the committee determine eligibility for Classified Staff Emeritus status.
3. In consultation with the Associate Vice President for Human Resources, the supervisor shall determine that the nominee meets the years of service requirements for eligibility for Emeritus status. In the event that the nominee is not eligible for Classified Staff Emeritus status, the supervisor shall notify the person who submitted the nomination that it will not be considered due to ineligibility.
4. The supervisor shall inform the nominee that she or he has been nominated for Classified Staff Emeritus status and ascertain that she or he acquiesces to the nomination. In the event that the nominee declines the nomination, the supervisor shall notify the person who submitted the nomination that it will not be considered in accordance with the nominee's desires.
5. The supervisor shall evaluate the nomination and make a recommendation to the supervising member of the President's Executive Staff by October 25<sup>th</sup>.
6. In the event that a nomination is evaluated unfavorably by the supervisor, the employee making the nomination shall be so advised and have the right to appeal the supervisor's recommendation directly to the respective member of the President's Executive Staff.
7. The supervising member of the President's Executive Staff shall evaluate the nomination and forward the nomination form and the supporting letters of support and résumé with a recommendation to the Associate Vice President for Human Resources no later than November 1<sup>st</sup>.
8. In the event that a nomination is evaluated unfavorably by the supervising member of the President's Executive Staff, the TCC employee making the nomination shall be so advised and have the right to appeal the decision directly to the College President.

9. By January 16th, the College President shall appoint an ad hoc committee of five to seven full-time classified staff employees to review nominations for appointment to Classified Staff Emeritus status. The Associate Vice President for Human Resources will meet with and issue the charge to the committee on the Presidents' behalf.
10. The ad hoc committee shall elect a chair from among its members.
11. The Associate Vice President for Human Resources will deliver the nominations to the chair of the ad hoc committee.
12. The ad hoc committee shall consider the nominations and, through the chair, submit its recommendation on nominations to the College President no later than February 15th.
13. The College President, after reviewing the ad hoc committee chair's report, shall recommend nominations for approval to the Tidewater Community College Board at its March meeting each year. In accordance with the college's policy, the number of nominations to be recommended during any given year shall not exceed two percent of the full-time classified staff as of October 31<sup>st</sup> or one person per campus and District Human Resources, whichever is greater.

## 5. Definitions

No definitions are associated with this policy.

## 6. References

[VCCS Policy Manual](#)

## 7. Review Periodicity and Responsibility

The Associate Vice President for Human Resources shall review this policy at each anniversary of its approval and, if necessary, recommend revisions.

## 8. Effective Date and Approval

This revision to the policy is effective upon its approval by the College President on September 15, 2016.

Policy Approved:

Edna V. Baehre-Kolovani, Ph.D.  
President

Procedure Developed:

Sarah E. (Beth) Lunde  
Associate Vice President for Human Resources

## 9. Review and Revision History

The initial version of this policy was approved September 30, 2004.

- Revision 1

Section 1. Policy revised to be consistent with new format for policies and procedures.

Section 4.

- Dates modified to start the nomination process on September 15<sup>th</sup>, to separate it from the start of the academic year.
- Procedures revised to make the nomination process driven by full-time colleagues of the nominee.

Appendix A. Nominating form revised to reflect changes in the procedure.

Approved September 9, 2010 by President Deborah M. DiCroce.

- Revision 2

Section 2.1.3 Eligibility revised to require a minimum of ten years of full-time service as a member of TCC's faculty and staff rather than require a minimum of ten years of service as a member of TCC's classified staff to account for employees who have served the college in more than one category of full-time employment.

Section 3. Responsibility for developing procedure from the Vice President for Administration to the Associate Vice President for Human Resources.

Section 4.:

- Procedure revised for the Associate Vice President for Human Resources to issue the call for nominations.
- Date modified to issue the call for nominations by September 30<sup>th</sup>.
- Date modified to appoint the ad hoc committee by January 16<sup>th</sup>.
- Procedure revised to delegate the task of meeting with the committee for the purpose of issuing the charge from the President to the Associate Vice President for Human Resources.
- Date modified for the submission of the ad hoc committee recommendation to the President by February 15<sup>th</sup>.
- Date modified for the President to submit nominations to the Tidewater Community College Board at its March meeting.

Section 7. Responsibility for reviewing the policy from the Vice President for Administration to the Associate Vice President for Human Resources.

Appendix A. Nominating form revised to reflect change in title from Director of Human Resources to Associate Vice President for Human Resources.

Approved September 15, 2016 by President Edna V. Baehre-Kolovani, Ph.D.

**TIDEWATER COMMUNITY COLLEGE**  
**NOMINATION OF CLASSIFIED STAFF FOR EMERITUS STATUS**

<b>Part A: Nomination (Completed by the full-time classified staff member making the nomination. Attach three letters of support<sup>1</sup> from current or retired full-time TCC employees.)</b>		
Nominee's Name:		
District/Campus:	Department:	
Title:		
Number of years of full-time TCC employment:		
Nominated by:		
Classified Staff Member's Name		Signature & Date
<b>Letters of support from:</b>	1.	
	2.	
	3.	
<b>Part B: Eligibility Determination</b>		
<b>Supervisor:</b> <small>(In consultation with the Associate Vice President for Human Resources)</small>	<input type="checkbox"/> Eligible for emeritus status. <input type="checkbox"/> Not eligible for emeritus status for the following reason:	
		Signature & Date
<b>Part C: Determination of Acquiescence</b>		
<b>Supervisor:</b>	<input type="checkbox"/> The nominee acquiesces to being nominated. <input type="checkbox"/> The nominee declines the nomination.	
		Signature & Date
<b>Part D: Review and Comment</b>		
<b>Supervisor:</b>	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended for the following reason(s):	
		Signature & Date
<b>Executive Staff Member:</b>	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended for the following reason(s):	
		Signature & Date
<b>Ad Hoc Committee:</b>	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended for the following reason(s):	
		Chair's Signature & Date
<b>College President:</b>	<input type="checkbox"/> Nomination approved <input type="checkbox"/> Nomination not approved	
		Signature & Date

<sup>1</sup> Letters of support should delineate, in detail, the nominee's particularly meritorious and significant service and contributions to the college. If available, a current résumé should accompany the nomination. Taken together, the letters and résumé should include the nominee's work history, community and TCC activities, and any other pertinent information to help the committee determine eligibility for Emeritus status.