

Oregon Tech Policy OIT-21-090 Faculty Emeritus Selection

1. Policy Statement

This policy outlines eligibility requirements, criteria, and process for selection of emeritus faculty at Oregon Tech.

2. Reason for Policy/Purpose

The faculty of Oregon Tech consider the designation of “Emeritus Faculty” to be an honor, recognizing service, excellence in teaching, a history of leadership, and academic growth through scholarship or professional development.

3. Applicability/Scope

This policy applies to faculty retiring from Oregon Tech who meet specified criteria and approvals.

4. Definitions

Emeritus: Honorary title bestowed upon select faculty retiring from Oregon Tech.

Faculty Advisory Committee on Emeritus Status: Faculty Senate subcommittee consisting of five members that reviews and recommends emeritus applicants to Faculty Senate, for consideration by the university president.

5. Policy

5.1 Criteria for Emeritus Selection

- a. Retirement from Oregon Tech with a minimum of 10 years of active, full-time service and at least 20 years of service in higher education or in a related professional field.
- b. Leadership and excellence in teaching, professional development or scholarship, and service.

5.2 Timeline and Procedure for Emeritus Selection

- a. The Faculty Advisory Committee on Emeritus Status (FACES) will formally recommend the honor to the Faculty Senate. This committee consists of five members appointed jointly by the president of Oregon Tech and the president of Faculty Senate. The committee membership must include at least one emeritus faculty member and two faculty senators.

- b. FACES will convene each year during the first week of February to consider the current year's retirees for emeritus status. A list of retirees will be obtained from the president's office. The committee chair will notify, in writing, all retirees who meet the minimum criteria for emeritus status, and their department chairs.
- c. Eligible retirees who wish to be considered for emeritus status will submit an overview of contributions to the committee chair during the 1st week of April. The overview will include a summary that illustrates excellence in teaching, a history of leadership, academic growth through scholarship, research or professional development, and service to the institution. Materials received after the deadline will be considered the following year.
- d. The committee will solicit written comments regarding each candidate's contributions to Oregon Tech from the campus community. No anonymous input will be considered.
- e. The committee will select the candidates and prepare supporting documentation during the 3rd week of April.
- f. Faculty Senate will vote by secret ballot on recommended candidates at the May meeting and recommend emeritus status for those receiving a majority vote to the president.
- g. Final approval of the candidates recommended by the Faculty Senate is at the discretion of the president.
- h. Each emeritus faculty will receive a plaque engraved with name, title, and years of active service to Oregon Tech.

5.3 Privileges

Emeritus faculty may request the following privileges:

- A listing in the college catalog.
- Lifetime Oregon Tech email address, including signature line identifying the user as an emeritus faculty.
- Office manager assistance in connection with institutional service.
- Faculty library privileges.
- Participation in commencement exercises and other college functions.
- Participation in faculty committees in an ex-officio capacity.
- A lifetime faculty membership card for sports events (excluding non-OIT sponsored events and NAIA tournaments).
- Free access to Oregon Tech recreational facility.
- Faculty ITS services.
- Privileges normally granted to faculty at the bookstore.
- Free parking permit.
- Enrollment in courses at faculty/staff rates.

6. Links to Related Procedures, Forms, or Information

NA

7. Policy Review/Consultation

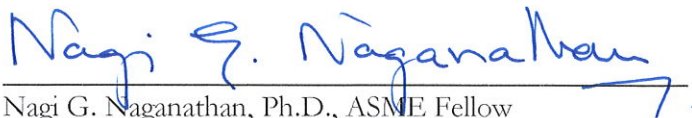
This policy was reviewed and open to consultation by the following Oregon Tech committees and/or advisory groups:

- Academic Standards Committee, Faculty Senate

This policy was adopted pursuant to Oregon Tech's policy review and making process.

8. Policy Approval

Approved by the President on January 7, 2025.



Nagi G. Naganathan, Ph.D., ASME Fellow
President

Adoption Date

June 5, 1985

Supersedes

OIT-21-090 dated June 9, 2004

Revision Dates

December 3, 2024

June 9, 2004

May 29, 2001

January 22, 1996

November 15, 1988