



# **ADMINISTRATIVE** **PROCEDURE**

**3101**

**DESERT COMMUNITY COLLEGE DISTRICT**

## **EMERITUS STATUS**

The title of Emeritus may be conferred upon any administrator or classified/confidential employee who is retiring or has retired and who has given honorable and distinguished service to the College.

### **Eligibility Criteria**

Nominees must meet all of the following:

- **Separation from Service:** The nominee is retiring or has retired from the College with an official retirement date.
- **Distinguished Service:** The nominee has demonstrated sustained, meritorious service beyond normal expectations.
- **Minimum Service Duration:** At least 10 years of continuous service, unless extraordinary circumstances warrant exception as document in the nomination form.

### **Nominations**

Nominations may be submitted by:

- Supervisors
- Peers
- Constituency groups
- Students (with supporting faculty/staff sponsor)

Nomination submission requirements:

- A completed Emeritus Nomination Form to include:
  - A narrative statement summarizing the nominee's distinguished contributions
  - A minimum of two (2) statements of support not to exceed 250 words from colleagues and/or constituency groups

### **Nomination Review and Recommendation Process**

1. The Office of Human Resources and Employee Relations confirms eligibility and forwards eligible nominees to the College Planning Council (CPC) tri-chairs and administrative support staff.
2. Nominees are placed on a CPC agenda for approval.

3. Approved nominations including supporting documentation are forwarded by the CPC tri-chairs to the Superintendent/President as a recommendation for conferral of Emeritus status.
4. Superintendent/President reviews recommendations from CPC. Nominations may be returned to CPC by the Superintendent/President for additional support or clarification. Otherwise, they will be placed on a Board of Trustees agenda for final approval and official conferral of Emeritus status.

### **Conferral and Recognition**

- **Title Conferral:** Emeritus title becomes effective upon approval by the Board of Trustees.
- **Public Recognition:** The College will publicly recognize Emeritus honorees.

### **Documentation and Records**

The Office of Human Resources and Employee Relations maintains a permanent record of all nominations, CPC recommendations, and final Board approvals.

### **Exceptions**

- Conferral of the title Emeritus upon any retiring faculty member is the purview of Academic Senate in accordance with the procedures outlined in Academic Senate Resolution 1.45.01, subject to the final approval of the Board of Trustees.
- Procedures for conferring the title of Emeritus upon any retiring Trustee is the purview of the Board of Trustees.

Administrator: Superintendent/President

Executive Cabinet Review: February 24, 2026

College Planning Council Review/Approval, 1<sup>st</sup> Reading: March 13, 2026

College Planning Council Review/Approval, 2<sup>nd</sup> Reading: April 10, 2026

Board of Trustees, Information Item: May 15, 2026

Next Review: 2032-2033