

**TERRA STATE COMMUNITY COLLEGE**  
**Fremont, OH 43420**

**POLICIES AND PROCEDURES**

**EMERITUS STATUS**

**Effective 4/26/04**

**Revised 3/14/07**

**Revised 12/20/18**

- (A) A FULL-TIME EMPLOYEE, INCLUDING THE PRESIDENT, FACULTY, AND/OR STAFF, WHO HAS SERVED CONTINUOUSLY AT TERRA STATE COMMUNITY COLLEGE FOR AT LEAST 15 YEARS OF SERVICE, 10 OF THOSE YEARS CONTINUOUS FULL-TIME, MAY BE APPOINTED TO EMERITUS STATUS AS RECOMMENDED BY THE PRESIDENT AND APPROVED BY THE BOARD OF TRUSTEES.**
- (B) A TRUSTEE WHO HAS SERVED SEVEN YEARS OR MORE AT TERRA STATE COMMUNITY COLLEGE MAY BE APPOINTED TO EMERITUS STATUS AND RECOMMENDED AND APPROVED BY THE BOARD OF TRUSTEES.**

**PROCEDURES**

- (1) The Emeritus title is an honorary title granted in recognition for outstanding service and is reserved for those who have retired from Terra State Community College or have left the service of the Terra State Board of Trustees.
- (2) Employees meeting the criteria should be nominated by a co-worker from their unit or by their supervisor. A majority of the retiree's co-workers should support the nomination. Letters recommending a former full-time faculty or staff member should be submitted to the appropriate Vice President and forwarded to the President. Trustees may be nominated by a majority of the current trustees.
- (3) Employees and trustees are eligible for nomination within one year of the retirement.
- (4) Emeriti are eligible for the following benefits: health screenings, business cards, library privileges, and senior citizen credit courses on a space-available basis, 10% bookstore discount, free SAC membership, electronic newsletter, and attendance at campus events.
- (5) The Board of Trustees and the President of the College may designate others who have not met the above stated criteria to the status of Emeritus if their meritorious service deems them worthy of recognition.
- (6) Nominations should be submitted to the appropriate vice president by mid-March of each year for approval at the April Board meeting.