

SECTION: 1. GENERAL

SUBJECT: Emeritus/Emerita Professional/Classified Staff

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**Subject:** Emeritus/Emerita Professional/Classified Staff

**Background:** Appointment to emeritus/emerita status is a traditional means of honoring an individual with a long and distinguished service upon his/her retirement.

**Point of Contact:** Vice President for Finance and Administration

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** The Vice President for Academic Affairs and the Vice President for Student Affairs.

**Date of approval by LCSC authority:** October 3, 2019

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** N/A – New Policy

**Summary of Major Changes incorporated in this revision to the policy:** N/A – New Policy

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1. This policy states the conditions upon which a professional/classified staff member may be awarded emeritus/emerita status and the privileges associated. Policy regarding faculty emeriti can be found in Lewis-Clark State College policy 2.110.
  - A. Eligibility - A staff member will be eligible for appointment to emeritus/emerita status upon retirement provided that he/she has:
    1. Served Lewis-Clark State College in a distinguished manner for at least 15 years.
    2. Attained the minimum age of 55 and/or the Rule of 90.
    3. Been nominated by her/his division/office/department and supported by a majority of the members.
  - B. Designation - Upon nomination by the members of his/her division/office/department, and majority vote of the Professional/Classified Staff Organization. Recognition as emeritus/emerita staff shall be made at a meeting of the Professional/Classified Staff Organization, by the PSO/CSO Chair. Formal recognition will be made at the Staff and Faculty Awards luncheon.

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2. Privileges- With the intent that Staff emeriti shall continue to be members of the Lewis-Clark State College community, they shall have privileges similar, in so far as is practical, to those of active staff members. In addition to [LCSC retiree privileges](#) (e.g., emeriti staff ID card, educational privileges, activity/fitness center access, LC Warrior email) Staff emeriti shall be granted the following:
  - A. Opportunity to receive college publications (in electronic or hardcopy format, e.g., Journey Magazine);
  - B. Six (6) month email transition from lsc.edu to LC Warrior Mail email;
  - C. LCSC library privileges; and
  - D. Recognition during the annual LCSC spring Faculty/Staff Awards Luncheon, inclusive of associated web-based postings.