

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6030

Emeritus Professor

Date Adopted:	28 March 2008
Date Revised:	30 April 2015
Date Reviewed:	11 August 2017
References:	Chapter 18, Human Resources Office, August 30, 2017

The college recognizes extended meritorious services by full time regular faculty members to the college upon retirement at the rank of professor.

Procedures for Appointing an Emeritus Professor

An instructional coordinator will initiate the recommendation that the title of Emeritus Professor be conferred upon a retiring faculty through the process below.

At the National Campus, the instructional coordinator shall first submit the recommendation memorandum to the dean of academic programs who will review, sign and forward to the vice president for instructional affairs.

At the State Campuses, the instructional coordinator shall submit the recommendation to the campus dean/director first who will review and forward to the dean of academic programs, who will sign for endorsement and forward to the vice president for instructional affairs.

VPIA will receive all recommendations for emeritus professor and she/he will certify that each recommendation meets policy and procedures requirements. Then after signing for endorsement, the VPIA will forward the recommendation to the president for final approval

The president will review and, if convinced the recommendation has merit, will forward it to the Board of Regents who at its discretion may confer the title of Emeritus/Emerita Professor upon the retiring faculty member.

Implementation of BOR's Confirmation

When the BOR acts on the recommendation, the decision will be provided to the president as a directive. The president will forward the directive to the VPIA to convey the decision to all parties.

When the BOR approves the recommendation, the decision will be announced and the Emeritus Professor title will be conferred at the graduation ceremony closest to the date of approval and at the campus of residence of the retiring faculty member. A copy of the directive and relevant supporting documentation of the recommendation will be given to HRO for filing in the employee personnel file. A retiring faculty who was denied the emeritus professor title as a result of the review and approval process has the option to grieve using Board Policy No. 6021.

See Board Policy 6030.