

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

EMERITUS STATUS
Procedure No. 3-23 (A)
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Effective November 15, 1995

- (1) The emeritus title is an honorary title granted in recognition for outstanding service and is reserved for those who are retiring from service as full-time employees.
 - (a) A retiring employee who has served continuously at Columbus State Community College for at least fifteen years and who retires from the college may be appointed to emeritus status. The title must be recommended concurrently with the member's retirement.
 - (b) The recommendation must be submitted by the employee's manager and concurred with at all levels through the appropriate vice president to the President.
 - (c) Final approval of emeritus status is granted by the Board of Trustees upon the recommendation of the President.
 - (d) Emeritus status carries a number of privileges such as use of the ERC, free parking, attendance in classes without payment on a space- available basis, and employee Bookstore discount. In unusual cases, where an emeritus person is involved in special activity for the college, office space may be provided for the duration of that activity.