

**WALLA WALLA COMMUNITY COLLEGE
FACULTY EMERITUS
ADMINISTRATIVE PROCEDURE 5450**

I. REQUESTING FACULTY EMERITUS DESIGNATION

An eligible retiring or separating faculty who wishes to be approved for Emeritus status may be nominated or submit a self-request.

- A. Upon publication of a faculty member's intent to retire, the faculty member or their department may initiate a letter of request for Faculty Emeritus status.
1. The letter shall include the faculty member's qualifications for the title.
 2. Qualifications should demonstrate the faculty member's individual distinction and quality of contribution and service to the college.
 3. The letter will be submitted to the Vice President of Instruction, who will review the documentation and make a recommendation to the President.
 4. Upon recommendation from the President and approved by Board of Trustees resolution, the faculty member will be granted emeritus status.

<p>Policy Contact: <u>Vice President of Instruction</u></p> <p>Approved by (Department/Body): <u>Chad E. Hickox, President</u></p> <p>Date Originally Approved: <u>July 18, 2022</u></p> <p>Last Reviewed/Revised on: _____</p>
