



Distinguished Professor Emeritus Selection and Award

The title **Distinguished Professor Emeritus** is an honorary distinction bestowed by the Board of Trustees upon retiring faculty members. It is given in recognition of an extended meritorious service by the retiree at Northeast Texas Community College.

The honor of **Distinguished Professor Emeritus** is awarded in the spring semester.

The honor **Distinguished Professor Emeritus** will be bestowed only if all of the following criteria are met:

1. The faculty member holds the rank of Full Professor at the time of retirement.
2. The faculty member retires with 25 years or more of teaching service in higher education at NTCC or other recognized college or university.
3. The faculty member has at least ten consecutive years of full-time teaching service at Northeast Texas Community College immediately prior to the time of retirement. Periods of leave will count toward years of service (for example, faculty members on sabbatical leave, maternity leave, military leave, or disability leave.)
4. The faculty member has continued to meet the College's standards of performance in all areas normally expected for Full Professorship in his or her discipline.
5. The faculty member is the recipient of the NTCC Teaching Excellence Award as a Piper nominee *or* submits a portfolio evidence of outstanding performance in service, teaching, and scholarship. Rubric for evaluation of portfolio must be approved by Administration.

PRIVILEGES

In addition to the standard benefits provided to all retired faculty and staff members, a person granted distinguished professor emeritus status will receive the following:

1. Listing in appropriate college catalog and directory as “**Distinguished Professor Emeritus**” and the year granted;
2. Invitations to major college functions;
3. Mailing notices of campus functions and social gatherings;
4. Permanent faculty email account;
5. Use of Learning Resource Center and athletic facilities;
6. Waiver of tuition and fees for courses taken at NTCC, limited to six credit-hours per semester, subject to current NTCC policy.
7. Continuance of full-time employee privilege as stated in the NTCC policy manual with respect to the loan of textbooks, exclusive of disposable books such as workbooks, from the College Store.
8. Free parking permit;
9. Invitation to take part in academic procession at commencement and march at the head of the faculty;
10. Acknowledgement at each attended commencement;
11. Attendance at Faculty Senate meetings and social gatherings;
12. Free admission for Professor Emeritus and a guest to all Theatre Northeast productions, College musical concerts and athletic competitions (excluding Whatley Series Events);
13. Invitation to mentor and to provide consultation to faculty (full-time and part-time).
14. To have access and input with the College newsletter and alumni newsletter;
15. Scholarship and/or donation to department (no specific value) funded by the Foundation and given in honor of each **Distinguished Professor Emeritus** in the year of recognition;
16. Honored during the month of April at an appropriate venue, to be determined by the College, where the **Professor Emeritus** will be presented academic regalia of medallion or stole.

SELECTION

By January 15 of the spring term, retired faculty or faculty who will retire by August 31 of that year may submit an application for the **Distinguished Professor Emeritus** award to the Faculty Senate President.

The Faculty Senate President will forward these applications to the Faculty Senate Awards Committee for review according to the guidelines and rubric for evaluation.

The Faculty Awards Committee will submit qualified applicants to the Faculty Senate for recommendation to the Executive Vice President of Instruction by February 15.

The Executive Vice President will present these applications to the President's Cabinet. After approval by the President's Cabinet the President will announce the Professor Emeritus selection (s) to the Board of Trustees at the March meeting.



Distinguished Professor Emeritus Selection and Award

Name: _____

Date: _____

Full Professor since (date): _____

Number of years taught at NTCC _____

Number of years taught at other institutions: _____

Name of institution _____

Number of years _____

Name of institution _____

Number of years _____

Name of institution _____

Number of years _____

Total number of years of teaching service as full-faculty member at recognized college or
university _____

Meets 10-year continuous teaching as full time faculty at NTCC:

yes _____ no _____

Continuously met college standards of performance in all areas expected for Full

Professorship in his or her discipline: yes _____ no _____

Awarded the NTCC Teaching Excellence Award as the Piper Nominee in the following
years: _____

If instructor has not received the Teaching Excellence Award, he/she submitted portfolio
evidence of outstanding performance in teaching, scholarship, and service:

yes _____ no _____

Rubric for Portfolio of Professor Emeritus Candidate

The three categories of evaluation are the following:

- I. Teaching – Exemplary instruction in the classroom
- II. Scholarship – Contributions to or activities in the field of study
- III. Service – Responsibilities assumed beyond normal duties

Candidates should submit the following: 1) letter of intent, 2) vitae, and 3) evidence of outstanding performance the three categories of evaluation.

Examples of evidence that may be included, but are not limited to the following:

- I. Teaching – Exemplary instruction in the classroom
 - _____ mostly positive student evaluations
 - _____ recognized by peers as a caring, innovative, and/or master teacher
 - _____ recommendations from former students
(must identify years of attendance at NTCC)
 - _____ successful teaching methods
 - _____ authored instructional materials
 - _____ nominated for any teaching award
_____ specify award
 - _____ other (please specify)

II. Scholarship – Contributions to or activities in the field of study

_____published books/journal articles

_____conducted workshops/seminars etc

_____presented papers at conferences

_____ national

_____ regional

_____member of professional organizations

_____names of organizations

_____held office in national, regional, or state organizations

_____participated in professional development on national level

_____ state/regional

_____ local

_____ PI / Co-PI for state or national grant(s)

_____Number of years

_____ Name of grant(s)

_____other (please specify)

III. Service – Responsibilities assumed beyond normal duties

_____ sponsored student organization(s)

_____ Number of years

_____ Name of organization(s) _____

_____ served on committees or boards in community

_____ names of committees

_____ number of years served

_____ worked with a national group to study an issue of concern

_____ active on committees at NTCC in a variety of areas

_____ active member of NTCC Faculty Senate

_____ served as an officer in faculty senate

_____ year(s) _____ specify office

_____ other (please specify)

Faculty Awards Committee Recommendation

_____ Recommended as **Distinguished Professor Emeritus**

_____ Not Recommended as **Distinguished Professor Emeritus**

Committee Members Signatures / Dates

Allied Health

Allied Health

**Business/Technology/Workforce
Workforce**

**Business/Technology/
Workforce**

Academic Transfer

Academic Transfer

Chair

Faculty Senate Recommendation

_____ Recommended as **Distinguished Professor Emeritus**

_____ Not Recommended as **Distinguished Professor Emeritus**

Faculty Senate President Signature / Date

