Jacksonville State University
Faculty Honors Committee

Guidelines

Makeup of Committee on Faculty Honors:
The Committee on Faculty Honors shall consist of one person selected from each of the nine University Colleges and Academic Divisions by the Faculty Senate (Commerce and Business Administration, Communication and Fine Arts, Criminal Justice, Education, Letters and Sciences, Nursing; Graduate, Library, and VPAA). These nine persons shall serve on a rotating basis for a period of three years. Three of the nine shall rotate off the committee each year.

New Committee members shall be selected from nominees presented from the entire Faculty Senate, being sure that the integrity of the committee makeup is maintained. Members may or may not be members of the Faculty Senate.

The term of service shall begin and end with the September meeting of the Faculty Senate. New members of the Committee shall be selected at the May meeting of the Faculty Senate.

A new election for Chairman of the Committee shall be conducted in September of each year.

Members of the Committee shall serve for a period of three years. Three members of the committee will rotate off each year according to the following schedule, and will be replaced:

**Year 1993/94**
- Library
- Letters and Sciences
- Communications and Fine Arts

**Year 1994/95**
- Graduate Studies
- Commerce and Business Administration
- Criminal Justice

**Year 1995/96**
- Academic Affairs
- Education
- Nursing

February 21, 1993
Jacksonville State University
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**Timetable for Committee Function**

The Committee shall observe the following schedule in conducting the business of identifying nominees for Faculty Emeritus:

- No later than February 15th – Disseminate initial solicitation for nominations from faculty, administrators, students, alumni, or community associates.

- No later than March 15th – Disseminate second call for nominees.

- April 1 – Cutoff date for reception of names of nominees

- No later than May 1 – Notify nominees of their nomination and request documentation of qualifications from nominators. (Suggest use of the “Promotion Portfolio” outline as a reasonable format, and include a copy.)

- On September 1 – Cutoff date for reception of documentation on nominees.

- October 15th – Recommendations submitted to VPAA, who will review and submit to the President. Those approved will be honored at the next Graduation Ceremony in December.
Emeriti Faculty and Administrators and Privileges of Emeriti Status

Emeritus status is the highest honor the University bestows on retired faculty and administrators. Emeriti are held in esteem by colleagues, administration, and alumni.

Retired Professors, Associate Professors, Assistant Professors, Instructors and Administrators (department head or higher) who were in the service of the University for ten or more years are eligible for consideration of Emeritus status.

Emeriti Faculty
   Faculty must have made outstanding contributions in teaching, researching, or service as determined by the Faculty Senate Committee on Faculty Honors.
   Nominations for Emeritus status shall be made to the Committee on Faculty Honors, which is chosen by the Faculty Senate and has one representative from each College within the University. This Committee shall submit its recommendation the VPAA. There is no limitation on the number of recommendations which may be submitted in any year, nor is there a requirement that recommendation be submitted every year. However, no nominations will be held over from one year to the next; new nomination will be considered each year. The Committee’s recommendations are subject to approval by the Vice President for Academic Affairs and the President.

Emeriti Administrators
   Retired administrators in the Academic Division (department heads or higher) who have been in the service of the University for 10 or more years are eligible for consideration for emeritus status if they have served in a regular administrative appointment for five years at JSU and have a minimum of three years in the same position. They must have made outstanding contributions in the area of administration. Administrators who are faculty members may also be considered for emeritus status in the same manner as other faculty members. However, there will be no simultaneous faculty/administrative nominations and a person can hold only one (1) emeritus award.
   The Academic Council shall make final recommendations to the Vice President for Academic Affairs. The Council’s recommendation is subject to approval by the President.

Privileges of Emeritus Status
   In addition to the privileges of all retired faculty, the following privileges are available to Emeriti Faculty and Administrators.
   A. All Emeriti will receive special recognition at one commencement each year, usually in December.
   B. Newly designated Emeriti will be recognized as such at the first December graduation after their designation.
   C. All Emeriti will be listed in the University Catalogue and Graduate Bulletin.
   D. Emeriti may be provided office space and other support if available, at the discretion of the University.