Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf.

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at http://windward.hawaii.edu/Policies/Campus/. This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

Angela Meixell
Chancellor

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Chancellor
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WINDWARD COMMUNITY COLLEGE
ADMINISTRATION, PERSONNEL

EMERITUS TITLE

1. References:
   A. Board of Regents Bylaws and Policies, Section 9-13d.
   C. CCCM #7050, December, 1995.

2. Purpose:
   To delineate the procedures by which the emeritus title is awarded to a faculty member at Windward Community College.

3. Procedure:
   A. Department Chairperson
      1) Makes recommendation for the awarding of the emeritus title to a retiring Community College Professor. The recommendations should include a summary of the faculty member's accomplishments and reasons for the recommendation.
      2) Submits the recommendation to the Assistant Dean.
   B. Assistant Dean
      1) Independently, or in conjunction with the Department Chairperson, makes recommendation for the awarding of the emeritus title to a retiring Community College Professor. A summary of the faculty member's accomplishments and the reasons for the recommendation should be included.
      2) Submit the recommendation to the appropriate Dean.
   C. Dean
      1) Reviews the recommendation from the Department and Assistant Dean for the awarding of the emeritus title to a retiring Community College Professor and adds his/her recommendation.
      2) Submit the package of recommendations to the Provost.
   D. Provost
      1) Reviews the emeritus recommendations, adds his/her recommendation, and submits all of the recommendations to the Senior Vice President and Chancellor in the format shown CCCM #7050, Attachment 4.

4. Effective Date:
   This policy guideline is effective as of January 26, 1996.

Peter T. Dyke
Provost
SUBJECT: AWARDING OF EMERITUS TITLE

1. References:
   · Board of Regents Bylaws and Policies, Section 9-13d.
   · Executive Policy E9.209, Awarding of Emeritus Title.

2. Purpose:
   The purpose of this CCCM is to delineate the general procedures by which emeritus titles are awarded to faculty in the community colleges.

3. Responsibilities:
   a. Senior Vice President and Chancellor for the Community Colleges (hereinafter Chancellor):
      1) Develops and disseminates procedures by which emeritus titles are awarded to the faculty in the community colleges.
      2) Recommends to the President of the University on November 30 and May 31 of each year those faculty recommended for the emeritus title. (University-wide recommendations are submitted to the Office of the BOR in January and June each year for consideration by the BOR Personnel Committees in these months.) Prepares a letter of notification and congratulations from the Board of Regents to each awardee and forwards same to the President with the recommended list of awardees. (Attachments 1 and 2)

   b. Provost; Director of Employment Training Center:
      1) Develops and implements campus procedures for recommending qualifying faculty members for emeritus title. Submits copy of campus procedures to Chancellor for record purposes. The campus procedures should minimally incorporate the steps listed in Attachment 3.
2) Submits to the Chancellor names of faculty recommended for awarding of the emeritus title by November 1 and May 1 of each year. Verifies eligibility of the recommended faculty member in accordance with Board Policy requirements, and attaches written recommendation for each recommended faculty member. (Attachment 4)

3) Sends a letter to each awardee upon notification, explaining campus privileges associated with emeritus title (Attachment 5). For Hawai'i CC, details of specific benefits such as purchasing of UHH athletic tickets will be determined.

4) Places faculty member's name in campus catalog and other appropriate publications.

4. Revisions:

CCCM 7050 (January 1993).

Joyce S. Tsunoda
Senior Vice President, University of Hawai'i and Chancellor for Community Colleges

Attachments
TO: President

SUBJECT: RECOMMENDATIONS FOR EMERITUS TITLE

Pursuant to Executive Policy E9.209, I request that you recommend to the Board of Regents that the emeritus title be awarded to __________ faculty members. The names, affiliations, and retirement dates of these faculty members are attached.

All faculty being recommended are eligible for emeritus status and have been recommended by their respective Provosts.

Joyce S. Tsunoda
Senior Vice President, University of Hawai'i and Chancellor for Community Colleges

Attachment
TO: Joseph F. Blanco  
Chairperson, Board of Regents  

FROM: President  

SUBJECT: AWARDING OF EMERITUS TITLE  

1. **Specific Action Requested**  
   
   I recommend that the Board of Regents award the emeritus title to the ______ faculty members identified on the attached list.  

2. **Recommended Effective Date**  
   
   Upon retirement of the faculty member.  

3. **Purpose**  
   
   The Board of Regents has provided for the granting of the emeritus title to recognize and honor faculty retiring from the university for their dedication and years of service.  

4. **Specific Issue and Background**  
   
   Senior Vice President and Chancellor Joyce S. Tsunoda has recommended that the faculty identified on the attached list be awarded the emeritus title (see her request attached). The UH-System Office of Human Resources [Personnel Management Office] has verified their eligibility for the award.  

5. **Action Recommended**  
   
   I request that the Board of Regents bestow the emeritus title on the ______ faculty members identified on the attached list.  

Attachment  

   c: Board Secretary Ishii  
   System Director Hong  
   Senior VP/Chancellor Tsunoda  
   Provost
1995-96 EMERITUS TITLE CANDIDATES

<table>
<thead>
<tr>
<th>College</th>
<th>Title</th>
<th>Discipline</th>
<th>Retirement Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAPI'OLANI CC</td>
<td>Doe, John Professor, Community Colleges</td>
<td>Student Services</td>
<td>August 1, 1992</td>
</tr>
</tbody>
</table>
Dear [Name],

Please accept our congratulations on the occasion of your retirement on [Date].

The Board of Regents, by official action on April 16, 1969, and as amended on March 16, 1990, has authorized the awarding of the emeritus title to faculty in recognition of dedicated and honorable service rendered to the University. The title is conferred upon recommendation from the President to those persons who retire from the University of Hawai'i with the rank of Full Professor or its equivalent at a baccalaureate campus, or Professor, Community Colleges rank at the Community Colleges and who have five or more years of service at that rank.

We are pleased to inform you that upon your retirement you will be awarded the title of Professor Emeritus, Community Colleges. You are authorized to use the title immediately following the date of your retirement, and to enjoy such privileges as it may convey. A letter from your campus will be forthcoming detailing the privileges associated with the emeritus title.

We wish to express the gratitude of the University of Hawai'i for your dedication and service, which have helped to bring the University to its present level of achievement.

Sincerely,

Daniel M. Ishii
Secretary of the Board

c: Senior VP/Chancellor Tsunoda
    Provost _____
EMERITUS TITLE
PROCEDURES

1. Division/Department
   - Makes recommendations for the awarding of the emeritus title to retiring Community Colleges Professors.
   - The recommendations should include a summary of the faculty members' accomplishment and reasons for the recommendation.
   - Submits the recommendations to the Division Chair.

2. Division Chair
   - Independently, or in conjunction with Division/Department, makes recommendations for the awarding of the emeritus title to retiring Community Colleges Professors.
   - The recommendations should include a summary of the faculty members' accomplishments and the reasons for the recommendation.
   - Submits the recommendations to the appropriate Dean or Director.

3. Dean/Director
   - Reviews the recommendation from Division/Department and Division/Department Chair for the awarding of the emeritus title to a retiring Community Colleges Professor and adds his/her recommendation.
   - Submits the package of recommendations to the Provost.

4. Provost
   - Reviews the emeritus recommendations, adds his/her recommendations, and submits the recommendations to the Senior Vice President and Chancellor in the format shown in Attachment 4.
TO: Senior Vice President and Chancellor
FROM: Provost
SUBJECT: AWARDING OF EMERITUS TITLE

This action is consistent with the objectives of Executive Policy, E9.209, Awarding of Emeritus Title, which are to:

A. Honor well-qualified and respected retired University of Hawai'i faculty members.

B. Recognize and retain the expertise of retired faculty as valued University resources.

C. Establish guidelines and procedures for the awarding of the emeritus title and accompanying specific privileges and service opportunities.

In recognition of their dedicated and honorable service and in accordance with approved campus procedures, I am pleased to recommend the following retired Professor, Community Colleges faculty for the awarding of emeritus status:

<table>
<thead>
<tr>
<th>NAME OF FACULTY MEMBER (LEGAL NAME)</th>
<th>DISCIPLINE</th>
<th>VERIFICATION OF ELIGIBILITY--5 YEARS OR MORE SERVICE AS PROFESSOR, CC (Y/N)</th>
<th>RECOMMENDATION ATTACHED (Y/N)</th>
</tr>
</thead>
</table>

Please call me at _____________ if there are any questions.
Dear

On behalf of __________________________ Community College, please accept our congratulations on the awarding of the title Professor Emeritus, Community Colleges to you.

The title of Professor Emeritus, Community Colleges confers certain privileges and courtesies associated with regular faculty status. As a retired emeritus faculty member, you shall be entitled to lifetime library privileges at __________________________ Community College as well as the University of Hawai‘i at Mānoa. In addition, you will be able to continue to purchase UHM athletic and theater tickets as a regular faculty member. To obtain an I.D. card, present this letter to the Identification (I.D.) Office, University of Hawai‘i at Mānoa Campus Center Complex, 2465 Campus Road.

Your name will be included in college publications such as the college catalog, and your expert and mature counsel may be called upon by the college for, but not limited to, participation on division/departmental committees and commencement and other formal ceremonies; to serve as guest lecturer and to participate in seminars, colloquia, and other scholarly meetings; and to serve on special committees and task forces.

Parking?
Office Space?
Secretarial Support?

Once again, congratulations, and thank you for your many years of dedicated and faithful service.

Sincerely,

Provost

c:  Senior VP/Chancellor
    Director, Identification Office (UHM)
    University Relations Office (UH)
    University Theater (UHM)
    Director, Athletics Department (UHM)
    Director of Administrative Services (CC)
    Dean (CC)