

ACADEMIC SENATE PROPOSAL TRACKING SHEET

(Document To Be Originated By Academic Senate Secretary On Canary Color Paper)

All proposals MUST have their originating college faculty body (Ex. Nursing, Technical Sciences, Arts & Sciences, Education) approval and must be signed by the submitter and the college chair/dean before being submitted to the academic senate secretary.

1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms) to the Academic Senate Secretary.
2. The Academic Senate Secretary logs and numbers items and forwards them to the appropriate Academic Senate subcommittee(s): Teacher Education (if applicable), General Education (if applicable), or Curriculum.
3. The Academic Senate subcommittee(s) consider(s) the proposal. If approved, the proposal is forwarded to the next committee. If a committee disapproves the proposal, the originator may request that the item be forwarded to the next body for consideration. The committee will provide written rationale to the originator when a proposal is disapproved and the proposal is returned to the originator.
4. The Academic Senate considers the proposal and approves or disapproves. If approved, the proposal is forwarded to the Full Faculty for consideration. If the Academic Senate disapproves the proposal, the originator may request that the item be forwarded to the Full Faculty for consideration. The Academic Senate will provide written rationale to the originator when proposals are disapproved and the proposal is returned to the originator.
5. The Full Faculty considers academic senate approved proposals. If faculty approve, the proposal will then be forwarded to the Provost. The Provost approves or disapproves the proposal. If approved, the proposal is then forwarded to the Chancellor.
7. The Chancellor approves or disapproves the proposal.

Subcommittee and Academic Senate college representatives will notify their respective colleges' of the progress of submitted proposals or the proposal may be tracked via the web page --

<http://www.msun.edu/admin/provost/asproposals.htm>

Documentation and forms for the curriculum process is also available on the web page:

<http://www.msun.edu/admin/provost/asforms.htm>

***** (If a proposal is disapproved at any level, it is returned through the Academic Senate secretary to the Chair/Dean of the submitting college who then notifies the originator.)

Proposal # 05-33	Title: Emoutus Policy wording revision
(proposal explanation, submitter and college chair/dean signatures on attached program/degree or course revision form)	

Received by ACAD Senate Forwarded to Teacher Ed Council Forwarded to Gen Ed Committee Returned to ACAD Senate Forwarded to Curriculum Committee Returned to ACAD Senate for Vote Sent to Provost's office for Full Faculty vote Voted on at Full Faculty meeting Forwarded to Provost for Approval/Disapproval Forwarded to Chancellor for Approval/Disapproval Copies sent to originating college and registrar's office	Date 12/30/05 12/30/05 1/31/06 returned 2/28/06 2/29/06 3/13/06 3/29/06	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Approved _____</td> <td style="width: 50%; text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature _____</td> <td style="border-top: 1px solid black; text-align: center;">Date _____</td> </tr> <tr> <td style="text-align: center;">Approved _____</td> <td style="text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature _____</td> <td style="border-top: 1px solid black; text-align: center;">Date _____</td> </tr> <tr> <td style="text-align: center;">Approved _____</td> <td style="text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature _____</td> <td style="border-top: 1px solid black; text-align: center;">Date _____</td> </tr> <tr> <td style="text-align: center;">Approved _____</td> <td style="text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature _____</td> <td style="border-top: 1px solid black; text-align: center;">Date _____</td> </tr> </table>	Approved _____	Disapproved _____	Signature _____	Date _____	Approved _____	Disapproved _____	Signature _____	Date _____	Approved _____	Disapproved _____	Signature _____	Date _____	Approved _____	Disapproved _____	Signature _____	Date _____
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MONTANA STATE UNIVERSITY-NORTHERN

Administrative Policy and Procedures Manual

Section 500: Faculty Affairs

502.2 Emeriti

Effective: ~~January 12, 1989~~ September 1, 2005

Introduction

Under Section 704.3 of the Board of Regents Policy and Procedures Manual the responsibility for awarding emeritus status is delegated to the component institutions of the system. "The regental guidelines state that emeriti titles may be granted by the chancellor of a unit to tenured faculty members upon retirement after approval by the Board of Regents. The conferring of these titles is not automatic upon retirement."

Preamble

The title of "Professor Emeritus" shall be awarded for outstanding and meritorious service as well as individual distinction to Montana State University-Northern. Such service shall have been demonstrated by scholarship, meritorious teaching and contributions to the institution. Emeritus status shall be a capstone to one's academic career.

Eligibility for Emeritus Status

To receive emeritus status, a faculty member must hold tenure and the rank of professor or associate professor at the time of retirement from Montana State University – Northern. The faculty member must have completed a minimum of ten (10) years of service at MSU-Northern to be considered for emeritus status. Time in service will be computed to the date of acceptance of retirement, either regular retirement or disability retirement.

~~Conditions for eligibility shall: 1) include time in service to the retirement at age 65, 2) retirement beyond age 65 should contracts be extended, 3) acceptance of retirement upon completion of 25 years of service to the institution, or 4) disability retirement. A faculty member must have completed a minimum of ten (10) years of service at Montana State University-Northern. To receive emeritus status, a faculty member must hold tenure and the rank of professor or associate professor.~~

Systematic Procedures Supporting Emeritus Status

The initial procedure leading to emeritus status shall be by nomination. Any faculty member may nominate an eligible candidate. Nominations of candidates shall be submitted to the Chancellor by the end of the academic year in which the candidate shall retire. During the course of the candidate's last term prior to retirement, the department chairman of the unit shall accumulate documentation supporting the nominated candidate. This documentation shall attest to scholarly performance, teaching and service at Montana State University-Northern. The candidate's department will review and make a recommendation to the Vice Chancellor for Academic and Student Affairs regarding the award of emeritus status and who, in turn, will make a recommendation to the Chancellor. This recommendation shall be submitted prior to the end of the academic year in which the candidate is retiring.

The chancellor, during the ensuing academic year, will request that the Academic Senate review the candidate's credentials for emeritus status. The Senate shall review the materials and make a recommendation to the Chancellor by the end of the fall term.

The Chancellor can accept the recommendation or not accept the recommendation. Should the Chancellor accept the recommendation, he/she shall then submit the candidate's name to the Board of Regents during the spring term. Upon favorable acceptance by the Board of Regents, the title of emeritus will be added to the candidate's rank and so awarded at the graduation ceremonies in the year following his/her retirement.

Circumstances Surrounding Awarded Emeritus Status

Emeritus status shall confer life-long academic appointments and faculty status at Montana State University-Northern except as follows:

- ◊ Change of salary and insurance status.
- ◊ The obligation to perform duties.
- ◊ The right to hold a full-time administrative or teaching position.
- ◊ The right to vote in faculty or department meetings.

Emeritus status shall confer life-long academic appointments and faculty status at Montana State University-Northern and shall be supported by:

- ◊ Being permitted to use the library, physical education facilities and all other benefits normally accruing to a faculty.
- ◊ Being invited to attend faculty meetings, commencement exercises, convocations and special programs for faculty and administrative staff sponsored by the College.
- ◊ Being provided with a campus mail box, if desired, and receive all campus publications (dependent upon available space).
- ◊ Being provided with a campus parking permit.
- ◊ Being provided with a department office, contingent upon availability of space.
- ◊ Being permitted to use laboratories or other special facilities as resources allow.
- ◊ Being provided ordinary office materials and supplies for professional business and under the same issuing procedures applicable to other members of the department; the departmental secretary shall provide clerical services (e.g., typing professional letters, papers, manuscripts, etc.) on a time available basis and when funds permit.
- ◊ Being listed in the annual faculty directory and university catalog.
- ◊ Use of Professor Emeritus or Associate Professor Emeritus title.

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Eligibility for Emeritus Status

To receive emeritus status, a faculty member must hold tenure and the rank of professor or associate professor at the time of retirement from Montana State University – Northern. The faculty member must have completed a minimum of ten (10) years of service at MSU-Northern to be considered for emeritus status. Time in service will be computed to the date of acceptance of retirement, either regular retirement or disability retirement.

Systematic Procedures Supporting Emeritus Status

The procedure leading to emeritus status is initiated by nomination. Any faculty member may nominate an eligible candidate. Nominations of candidates must be submitted to the Chancellor within one year of the date of retirement. It is the responsibility of the candidate's department chair to prepare the nomination package supporting the candidate's selection as emeritus faculty. This documentation package must attest to scholarly performance, teaching and service at Montana State University – Northern.

The candidate's department will review the documentation and make a recommendation. The package and department recommendation will then be forwarded for review by the Academic Senate, which will make a recommendation to the Chancellor for final determination. Should the Chancellor accept the recommendation of the Academic Senate and department, the candidate's name will be submitted to the Board of Regents for final approval. Upon favorable acceptance by the Board of Regents, the title of emeritus will be added to the candidate's rank and so awarded at the graduation ceremonies in the year following retirement.

Circumstances Surrounding Awarded Emeritus Status

Emeritus status shall confer a life-long academic appointment and faculty status at Montana State University-Northern. The rights and privileges of emeritus faculty will be the same as other faculty appointments, except as follows:

- ◊ Salary and insurance status will not be affected.
- ◊ There will be no obligation to perform duties.
- ◊ Emeritus status does not confer the right to hold a full-time administrative or teaching position.
- ◊ Emeritus faculty will not have the right to vote in faculty or department meetings.

Emeritus appointment at Montana State University-Northern does confer the following rights and privileges:

- ◊ Emeritus faculty will be permitted to use the library, physical education facilities and all other benefits normally accruing to a faculty.
- ◊ Emeritus faculty will be invited to attend faculty meetings, commencement exercises, convocations and special programs for faculty and administrative staff sponsored by the University.
- ◊ A campus mail box will be provided, if desired, and faculty will continue to receive all campus publications (dependent upon available space).
- ◊ Emeritus faculty will be allowed to use regular (non-reserved) on-campus parking.
- ◊ A department office, contingent upon availability of space, will be provided for Emeritus faculty.
- ◊ Emeritus faculty will be permitted to use laboratories or other special facilities as resources allow.
- ◊ The departmental secretary shall provide clerical services (e.g., typing professional letters, papers, manuscripts, etc.) on a time available basis and when funds permit for Emeritus faculty.
- ◊ Emeritus faculty will continue to be listed in the annual faculty directory and university catalog.
- ◊ Emeritus faculty will be permitted to use the title of Professor Emeritus or Associate Professor Emeritus.