

Jefferson Community College

Nomination Form for Emeritus Status

Submission Instructions:

Complete and submit this document along with any supporting materials to the Human Resources Department or a designated Emeritus Committee member for review. Ensure all required fields are filled and documents are attached before submission.

Please type directly into this document, and if necessary, print as necessary for signatures.

Section 1: Nominator Information – Nominator should be a current or past Jefferson Community College colleague of the Nominee.

Full Name of Nominator: _____

Position/Title: _____

Department/Division: _____

Contact Information: _____

Section 2: Nominee Information

Full Name of Nominee: _____

Position/Title at Time of Retirement: _____

Department/Division: _____

Date of Retirement: _____ (with the exception of the President and members of the Board of Trustees who are eligible immediately upon retirement, all others must be retired for at least 2 years).

Select the appropriate category at the time of retirement.

- ☐ **FSA Employee** – 15 years of continuous full-time service or more
- ☐ **JCC Faculty** (rank: Professor) – must have achieved the rank of Professor and 15 years of continuous full-time service or more
- ☐ **JCC Professional Service** – must have achieved at least one promotion if hired prior to 2010 and received 2 promotions if hired in 2010 and after, along with 15 years of continuous full-time service or more.
- ☐ **JCC Classified Service** – 15 years of continuous full-time service or more
- ☐ **JCC Management & Confidential** – 15 years of continuous full-time service or more
- ☐ **President** – 10 years of continuous full-time service or more
- ☐ **Trustee** – 10 years of continuous full-time service or more

Section 3: Nominee's Contributions and Achievements

1. **Years of Service:**

Provide a summary of the total years of service the nominee dedicated to the college, including significant roles and positions held.

2. **Exceptional Contributions:**

Describe the notable contributions the nominee made during their tenure. Highlight achievements such as:

- Development of innovative programs or initiatives
 - Leadership in key projects or committees
 - Contributions to the college's mission, vision, and values
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3. **Impact on Students, Faculty, and Staff:**

Illustrate how the nominee positively influenced the lives of students, colleagues, and the campus community.

4. **Professional Recognition:**

Detail any awards, honors, or recognitions received during their career at the college or in their professional field.

Section 4: Supporting Documentation

Please attach relevant documents that provide evidence of the nominee's contributions and achievements, such as:

- Letters of support from colleagues, students, or administrators
 - Records of awards or recognitions
 - Reports or publications authored by the nominee
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Section 5: Endorsements

This section is to be completed by Nominator.

Nominator Name: _____

Title: _____

Date of Endorsement: _____

Signature/s of Nominator: _____

Section 6: Acknowledgement of Receipt by Recognition Committee, Emeritus Committee or HR Department.

Name: _____

Title: _____

Date: _____

Signature: _____

Section 7: Approval

This section is to be completed by the President. Upon approval by the President, this information will be presented to the Personnel Committee of the Board of Trustees for review and approval. Provided the Personnel Committee approves, a Board resolution will be prepared by the Assistant to the President and submitted for Board authorization.

Approved By President (printed name): _____

Date of Approval: _____

Signature: _____