

PROCEDURE AND CRITERIA FOR AWARDING DEAN EMERITUS STATUS

Toward a Concept of "Emeritus"

Each year the university confers the title "Emeritus" on exemplary Deans/Associate Deans/Assistant Deans who have been recommended through a Chairs and Dean's Council or Associate Deans group-based process.

Emeritus status is an honor conferred by the university to show respect for a distinguished career. It says, "even though you are no longer an official part of this organization, you have shown such merit that we claim you as a continuing part of our professional group; we gather glory from your reflected glory."

In addition to the public award and inclusion in a published listing of emeriti, the university may provide benefits such as library privileges and office space when available. The university community is encouraged to use the skills and the talents of emeriti on a voluntary basis when appropriate.

Definitions

For purposes of this document, the following definitions shall be applied:

"Dean" – Academic Leadership who are not defined as faculty in the CBA

"Associate Dean" – Academic Leadership who are not defined as faculty in the CBA

"Assistant Dean" – Academic Leadership who are not defined as faculty in the CBA

For the purposes of this document the term "Dean" shall apply to all three: Dean, Associate Dean, Assistant Dean.

NB: A dean who meets the criteria for the *IUP Faculty Emeritus* status may elect to be considered under that category and following those procedures. However, no person may be considered under both. No person may be rejected under one and then apply under the other.

Procedure

Nominations for Dean emeritus status must be initiated within two years following retirement. The title "posthumous Dean emeritus" may also be awarded. Nominations must be initiated within two years following death. (NOTE: Last employment must have been with IUP.)

Nominations for Dean emeritus status may be made by a current or recent (within the last three years prior to the nomination) IUP chair from the Dean's college or unit who is familiar with the nominee's professional contributions. After a full vote by the college's Chairs' Council/group, following the rules for voting established by the group, nominations with vote total (and additional commentary, if desired), will be forwarded to the Dean's Council. [Note: all Chair's votes should be by secret ballot.] The members of the Dean's Council will discuss the candidates' applications and make a recommendation. After the nominees' college chairs vote and Council of Dean's recommendation, materials will be forwarded to the Provost's Office. The Provost's Office shall send the completed transmittal form, along with nomination letters and supporting documentation, as well as the Chairs Council vote and Dean's Council recommendation, and any commentary, to the Academic Committee. The Academic Committee shall review these documents, make recommendations, and forward the recommended Dean Emeritus nominations (requiring majority vote by Academic Committee) to the Senate for consideration and approval. Upon Senate approval, the nominations will be reviewed by the President's office. If approved by the President, the nominations are then forwarded to the Council of Trustees for final approval.

Criteria

Each nominee for emeritus status must have been a full-time Dean at IUP for at least five full calendar years and must have demonstrated exemplary performance. In addition, the nominee must have made a significant contribution to their college and the University in the areas evaluated by the Management Performance Evaluation and Development (MPED) Form or other current evaluation method. The nominating package MUST address the candidate's exemplary performance in the higher-level categories of Academic Administration; Service and Integrity; and Professional Engagement.

Management Performance Evaluation and Development (MPED) Form, or other current evaluation method, includes these factors:

1. Academic Administration (such as inspiring and encouraging faculty growth, business processes, technology, customer service and results; planning and program/project management; policy and decision making, and resource management)
2. Service and Integrity (such as vision; leadership; creation of a positive environment; service to the College, and service to the University)
3. Professional Engagement (such as human resources and labor relation management, communication/collaboration/interpersonal skills, and interacting with external environment).

The nomination for Dean's Emeritus status MUST include:

- 1) A current curriculum vitae.
- 2) A nomination letter from a member of the college's Chairs Council that includes a substantive narrative addressing how the nominee qualifies for emeritus status. The nomination letter should refer to specific evidence of the nominee's exemplary qualifications. Although the application need not include the materials themselves, evidence as outlined in the nomination criteria, 1) Academic Administration, 2) Service and Integrity (including vision, leadership, college and university service, and creation of a positive working environment) and 3) Professional Engagement, should be cited in sufficient detail.
- 3) A letter of support from a fellow dean, or associate/assistant dean, depending upon the management category of the nominee.
- 4) A copy of the last three completed Management Performance Evaluation and Development Forms or relevant evaluation method (Office of the Chancellor). *(Note: Consent of the nominee is needed for performance reviews if not initially received from the nominee.)*

The nomination MAY also include other materials, such as:

- 1) Letters of commendations or other special recognition.
- 2) Additional Management Performance Evaluation and Development Forms (or current evaluation method) from prior evaluations.

The Academic Committee reserves the right to request clarification from the college's/unit's Chairs and Council of Deans and to request additional information from the nominator and/or nominee.

Nominations for emeritus, or posthumous emeritus status, with supporting evidence for the above criteria, should be submitted **in one Pdf file** to the office of the Chair of the college's Chairs Council by **noon on Monday, September 21, 2020**, who after review and vote, will forward the nominations to the Council of Deans by **noon on Friday, October 2 2020**. After review and vote by the Council of Deans, the nomination with all prior votes will be sent to the Provost's Office by **noon on Friday, October 9, 2020**. After review and comment, the Provost will send recommendations and previous votes from the Chairs and Council of Deans to the chair/co-chair of Academic Committee by **noon on Friday, October 23, 2020**. The Academic Committee will review the nomination packages, previous votes and recommendations, and will vote on the nominations. The Academic Committee shall forward the nominations receiving a majority vote of support from the Academic Committee to the Senate for voting at the November meeting. Following the Senate vote, the nomination(s) shall be evaluated by the University President and, if approved, the Council of Trustees.

DUE DATES:

- | | |
|---|--------------------------------------|
| 1. To Chair, College Chairs Council from nominator(s) | Monday, September 21, 2020 (by noon) |
| 2. To Convener, Council of Deans from Chair Council | Friday, October 2, 2020 (by noon) |
| 3. To Provost from Convener, Council of Deans | Friday, October 9, 2020 (by noon) |
| 4. To Academic Committee, from Provost | Friday, October 23, 2020 (noon) |
| 5. To Senate, from Academic Committee | Thursday, November 19, 2020 |
| 6. To University President from Senate | After December Senate meeting |
| 7. To Council of Trustees (fwd. by Provost) | After December Senate meeting |