

# OREGON INSTITUTE OF TECHNOLOGY

## Administrator Emeritus Selection OIT-21-092

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### Administrator Emeritus Defined

Oregon Institute of Technology considers the designation as “Administrator Emeritus” to be an honor. This honor is bestowed by the President in recognition of long and exemplary service to Oregon Tech through a history of leadership and /or involvement in the campus community or in the external community. Administrative Council recommends Administrative Emeritus candidates to the Oregon Tech President.

### Criteria for Consideration of Administrative Emeritus

1. Retirement from Oregon Tech with a minimum of ten years of full-time service. The majority of service and the position last held must have been in an unclassified administrative position(s). Those who are leaving Oregon Tech due to non-renewal of their contract are not eligible.
2. Eligible for retirement under the Public Employees Retirement System or the Optional Retirement Program.
3. Overall service to OIT must be considered exemplary by their Department Director, the Administrative Council and/or the Executive Staff.
4. Retirement date must be on or before June 30 of the current year.

When there are exceptional or compelling circumstances, these criteria may be waived by the Administrative Council.

### Procedure

1. The Chair of the Administrative Council will request in February a list of employees who have notified Human Resources of their intent to retiree. The Chair will notify, in writing, all retirees and their Department Director of the Administrator Emeritus selection process.
2. Eligible retirees who wish to be considered for emeritus status will submit written notification to the committee chair by March 31.

The notification must include:

A minimum one-page citation that lists career accomplishments, service to Oregon Tech and major projects of note. This document may or may not include community service. Any additional materials that will help the Administrative Council, including but not limited to a resume, news releases, or additional letters of support. A written letter is

preferred from a supervisor and/ or an Oregon Tech employee that attests to the candidate's exemplary service. The Administrative Council may, at its discretion seek further input, including but not limited, to interviews with members of the campus community relevant to the application.

3. During its regularly scheduled April meeting, the Administrative Council will discuss the nominations in a closed executive session and will vote on emeritus recommendations to be made to the President. Upon majority vote of the Council, submissions received later than March 31 can be considered during the regularly scheduled May meeting.
4. The final determination of emeritus status for the candidates recommended by the Administrative Council will be made by the President.
5. Individuals chosen to receive the title of emeritus will be notified by the President no later than May 15. They will be recognized at the annual Faculty/Staff Retirement and Service Recognition dinner and at Commencement.

Honors and Privileges

All those granted Administrative Emeritus status shall be granted the following lifetime benefits:

1. A listing in the college catalog
2. An e-mail address at the college, if requested
3. Receipt of college publications
4. Faculty library privileges
5. Participation in commencement exercises and other college functions
6. A lifetime membership card for sports events (excluding non Oregon Tech sponsored events and NAIA tournaments) and staff rates for a Tech Fit membership
7. Those faculty privileges normally granted at the Bookstore and College Union
8. Courtesy parking privileges upon application
9. Enrollment in courses at staff rates (senior citizen rates may also apply)
10. Oregon Tech business cards, if requested, at no cost

Recommended:

Administrative Council – October 14, 2004; May 19, 2014  
President's Council – November 17, 2004; May 22, 2014

Approved:   
Christopher G. Maples, President

Date: May 29, 2014