

PROFESSORS EMERITI HANDBOOK
Florida Institute of Technology
(Revised 2012)

PREFACE

This handbook is a supplement to the Florida Institute of Technology Faculty Handbook and is intended for the use of Professors Emeriti. The handbook lists the privileges granted by the University and describes the Professor Emeriti organization established to provide a formal mechanism by which the retired professor can continue to contribute to the growth and development of the University.

A retired Florida Institute of Technology professor who meets the following requirements, excerpted from the Faculty Handbook, is designated Professor Emeritus or Professor Emerita. For purposes of this Handbook the term emeritus will be used for both male and female gender and the term emeriti for the plural.

Excerpt from Faculty Handbook (2005 edition)

2.2 Policy on Conferring Titles of Emeritus

In recognition of faithful service, Florida Institute of Technology shall confer the title of Emeritus on professors, associate professors, and assistant professors, who at the time of their retirement from the University, are serving in that capacity and who shall have had a minimum of fifteen years of academic service, at least ten of which shall have been served at Florida Institute of Technology.

Exceptions such as for Librarians with faculty rank or Instructors can only be made by the Florida Institute of Technology President. It is not intended that such exceptions will be made except in the rarest of cases.

There shall be no distinction between retirements for age, length of service, disability as long as the required minimum length of service is met.

I. PRIVILEGES TO WHICH PROFESSORS EMERITI ARE ENTITLED

In recognition of their long and distinguished service, the following privileges are made available to each professor emeritus. For many of these items, action by the Professor Emeritus is required to initiate the privilege. Privileges granted are subject to change at the discretion of the university administration.

1. Identification Cards

A Professor Emeritus identification card may be obtained at the office of University Services (currently located on the ground level of Evans Hall). The office should have a list of professors emeriti provided by the Provost's office but it will be necessary to show a photo ID such as a driver's license to obtain the ID. It is not necessary to renew the ID annually.

Because many of the following privileges require the ID card, it is suggested that one obtain the Professor Emeritus ID card immediately upon retirement.

2. Library

Full faculty library privileges are afforded upon presentation of your ID card.

3. On-Campus Parking

A permanent Parking Pass will be issued at the office of Campus Security (currently located in Shaw Hall) upon presentation of the Professor Emeritus ID card. This pass is for your personal use only.

4. Athletic Events

Free admission to athletic events will be granted on the same basis as current full time faculty upon presentation of the Professor Emeritus ID card.

5. Inclusion in University Publications' Faculty Listing

5.1. University Catalog

Professors Emeriti will be individually listed in the Department faculty listing and separately as a group at the end of the current overall faculty listing.

5.2. University Web Pages

Emeriti professors will be afforded the same opportunity as current full-time faculty for listing and inclusion of biographical profiles on the University's web pages. Each member will be responsible for entering his/her biographical data usually by working with his/her academic department.

6. Professors Emeriti Album

It is desirable to have biographical information for the use of the Professor Emeriti organization and for the preservation of historical data. Upon retirement, each new Professor Emeritus is requested to submit a copy of his/her latest curriculum vitae. Also requested is a brief, one sheet (two sides) career summary, including one or more photos spanning their career at Florida tech, for inclusion in a Professors Emeriti album. This material may be given to the Provost's Office or directly to the Professors Emeriti organization.

7. Receipt of University Publications

Professors Emeriti will receive the University's Alumni magazines and other university wide publications usually sent to faculty or alumni. Publications appropriate to current employees only may not be available. Requests for College publications may be made to the appropriate College.

8. Bookstore

A 10% faculty discount on appropriate purchases is available upon presentation of the ID card.

9. E-mail Address and use of University's computers

Each professor emeritus may have an e-mail account through the University's address @fit.edu. Please contact the University's Office of Information Technology for information on setting up the account. A computer terminal for the use of emeritus faculty is available at the Alumni House (currently located on Country Club Drive).

10. Business Cards

Business cards with the designation as "Professor Emeritus" are available at a nominal cost. Contact the Secretary/ Treasurer of the Professor Emeriti organization or the Senior Vice Provost..

11. Medical Insurance

Information on options available for a retiree to continue health insurance coverage through Florida Tech may be obtained from the Employee Benefits Coordinator at the office of Human Resources (321-674-8100).

12. Wellness Center

Professors Emeriti have the same privileges as current full time faculty members at the Florida Tech Wellness Center. There is a nominal monthly usage fee (February 2007 rate is \$10.00 per month). The Wellness center is located in the Charles and Ruth Clemente Center for Sports and Recreation. Wellness counseling is available in addition to the use of the exercise equipment.

13. Attendance at University Events

Professors Emeriti are invited to university events on the same basis as current full time faculty. The student Honors Convocation held in April is where eligible retiring faculty receive their Professors Emeriti plaques.

Social events at no cost include the President's Reception for New Faculty in August, the Florida Tech Employees Picnic in October, and the Reception for newly retired Professors Emeriti in late spring.

Although many of the Homecoming events are free, some, such as the annual alumni banquet, may have fees.

II. PROFESSORS EMERITI ORGANIZATION

The Professors Emeriti are a duly constituted organization of Florida Institute of Technology. Participation in its activities is not a requirement for maintaining Professor Emeritus status.

The following Charter and By-laws describe the purpose and operation of the organization. Professors Emeriti receive ballots each spring term to vote on the officers of the organization.

Currently, the Professors Emeriti have a luncheon meeting each academic semester and are invited to activities such as Homecoming in the fall term, the Academic Awards Ceremony in April, and to meet the newly designated Professors Emeriti at the end of the spring semester. Members are encouraged to attend these events to renew close relationships with fellow faculty members and alumni.

Florida Institute of Technology
Professors Emeriti Organization Charter

PREAMBLE:

Having served Florida Institute of Technology for many years as full time active professors, the Professors Emeriti wish to continue to contribute to the growth of academic excellence of the University. To provide a formal means of coordinating their contributions, this organization is formed.

The name of the organization shall be PROFESSORS EMERITI OF FLORIDA INSTITUTE OF TECHNOLOGY (FLORIDA TECH).

MEMBERSHIP:

Membership shall be open to those former Florida Tech faculty who have achieved Professor Emeritus status as determined by the Florida Tech Faculty Handbook.

ROLE:

The primary role shall be to promote ongoing involvement between Florida Tech and its Professor Emeritus faculty. In furtherance of this goal, the following are some suggested areas of involvement.

To support Florida Tech faculty and administration by,

- recognizing the achievements of students and faculty, for example, by attendance at honors convocations, awards ceremonies, commencement and other graduation activities, and faculty promotion receptions,
- Recruiting of faculty and students,
- Providing a source of membership on university committees as requested, and
- Maintain connections with alumni by attending Homecoming Activities.

ORGANIZATION:

To facilitate startup, the Senior Vice Provost shall appoint four professors emeriti for a period not to exceed two years as a Working Group to initiate and further define the role of the professor emeriti faculty within the Florida Tech community. The Working Group shall include the Senior Vice Provost, the current President of the Faculty Senate, and the Associate Vice President for Alumni Affairs as ex-officio members. The Working Group will meet at least once a month for the first six months.

RESPONSIBILITY:

The recommendations of the Working Group will be submitted in writing to the Florida Tech administration for approval and implementation.

EXPECTATIONS:

This initial organization is limited to the professors emeriti of the University. It is expected that after a period of gaining experience with the role and contributions of these retired faculty that a broader organization may be formed which can take advantage of the retired faculty, full-time and part-time, who do not meet the criteria for professor emeritus but who have made significant contributions to Florida Tech through their active service.

BY-LAWS OF THE
PROFESSORS EMERITI OF FLORIDA INSTITUTE OF TECHNOLOGY

ARTICLE I: IDENTITY

These are the BY-LAWS of the organization of Professors Emeriti of Florida Institute of Technology. Hereinafter in this document the organization will be referred to as PROFESSORS and the university as FLORIDA TECH.

- 1.1 The PROFESSORS is a duly approved entity of FLORIDA TECH.

ARTICLE II: PURPOSE

- 2.1 The retirees, having served many years as full time active professors, wish to continue to contribute to the growth of academic excellence of FLORIDA TECH. PROFESSORS EMERITI of Florida Institute of Technology is formed to provide a formal means of coordinating their activities.

ARTICLE III: MEMBERSHIP

- 3.1 Professors Emeriti of FLORIDA TECH.

ARTICLE IV: RULES, REGULATIONS, AND REPORTING

- 4.1 PROFESSORS shall be responsible to and report to the Provost.
4.2 PROFESSORS is subject to the rules and regulations of FLORIDA TECH.

ARTICLE V: OFFICERS, COMMITTEES, AND DUTIES

- 5.1 There shall be a President, President-Elect and a Secretary/Treasurer whose term of office will be one year. The President-Elect shall become President upon completion of the President's term. The President-Elect and Secretary/Treasurer will be elected in the Spring by a majority of the members voting. Officers will assume their duties at the end of the Spring term.
5.2 There shall be an Executive Committee, composed of the President, President-Elect, Secretary/Treasurer, and immediate Past President, and, as ex-officio members, the Associate Provost for Academic Affairs, and the President of the Faculty Senate, to manage the affairs of the PROFESSORS.
5.3 The President-Elect shall be responsible for Programs.
5.4 The President shall act as liaison to the Faculty Senate as a non-voting member of the Faculty Senate.

ARTICLE VI: MEETINGS

- 6.1 The Executive Committee shall meet monthly as needed to transact business.
6.2 There shall be two (2) meetings of programs for the membership annually.

ARTICLE VII: AMENDMENTS

- 7.1 These BY-LAWS may be amended by a majority vote of the members.

These BY-LAWS were approved by a majority of the members by mail vote in February 2005.

Article V, Section 5.2 was amended on September 28, 2005 to include the immediate Past President and amended again on September 26, 2006 to include the Associate Provost for Academic Affairs and the President of the Faculty Senate as ex-officio members of the Executive Committee.

The BY-LAWS were formally approved on November 29, 2005 by signature of the Florida Tech President, Anthony J. Catanese and Professors Emeriti President, Andrew W. Revay Jr.

