

SECTION 1200.03

COLLEGE EMPLOYEES: RECOGNITION OF SIGNIFICANT ACHIEVEMENT

1. Determination: The President and Administrative Council determine which achievements are significant. Input may be obtained from the Staff Welfare Committee and the Faculty Senate.
2. Recognition: The President will present a gift (plaque, chair, or other award) and accompanying certificate of recognition to the selected employee at the Annual Banquet of the Community College Foundation, Annual Faculty and Staff Breakfast, and/or during the annual Commencement Exercises or other appropriate event.
3. Excellence in Educating Award:
 - a. The Community College Foundation instituted an Excellence in Educating Award in 1983. This award is presented by the Community College Foundation.
 - b. Any full time benefitted faculty member, after their fifth year of service, who has not been presented the award within the previous ten years, is eligible for this award.
 - c. The selection process shall be managed by the Faculty Senate and shall require written letters of nomination from faculty, staff, and/or students; an award selection committee that includes faculty, at least one staff member, and one student member; and deadline for nomination and selection.
 - d. In addition to the award provided by the Community College Foundation, the institution will provide the recipient of the of the Excellence in Educating Award with \$2,000 for travel to an approved conference, workshop or other professional development activity to be used within the next two academic years.
4. Excellence in Service Award:
 - a. The LRSC Staff Senate requested an Excellence in Service Award in 2025 to recognize the important role that staff plays in achieving our mission. This award is presented by the Community College Foundation.
 - b. Any full-time benefitted staff member in good standing, verified by the division vice-president, after their third consecutive year of service, who has not been presented the award within the previous five years, is eligible for this award.
 - c. The selection process, nomination deadline, and selection deadline shall be managed by the Staff Senate. Nominations must be submitted in writing within the timeline specified by the Staff Senate, which must include at least one faculty member.
 - d. In addition to a recognition plaque and award package provided by the Community College Foundation, the recipient of the Excellence in Service Award will receive a professional development allocation of up to \$2,000 for travel, registration fees, and related expenses to an approved conference, workshop, or other professional development activity to be used within the next two fiscal years.
5. Other achievements which merit recognition may be recognized by a letter of commendation from the President.
6. Emeritus Status
 - a. Achieving Emeritus status is to be viewed as the highest honor that Lake Region State College may bestow upon a retiring faculty member, administrator, or professional. The

- Emeritus status may be granted to retiring faculty, senior administrator or professional who have demonstrated leadership and service to the college and its communities.
- b. Criteria for Emeritus status may include, but are not limited to length of service to the institution, significant contributions to the institution and the State of North Dakota, or particularly distinguished service to an academic discipline. Nominations for Emeritus status must be submitted within one year of retirement.
 - c. Any Faculty/Staff Senate member may nominate a member for emeritus status. The documented nomination should include the following:
 - i. A paragraph describing why the individual merits this distinction (i.e. significant contributions to the institution, the state, and/or service to the faculty member's academic discipline).
 - ii. Date of initial appointment
 - iii. Length of service
 - iv. Date of retirement
 - d. The nomination will be submitted to the President of the Faculty/Staff Senate who presents the nomination for a vote of the Faculty/Staff Senate. The Faculty/Staff Senate makes a recommendation for Emeritus status by a majority vote and sends its recommendation to the nominee's VP, who will make the recommendation to the LRSC President. The LRSC President makes the final decision. In the case of a senior administrator, any member of the Administrative Council may send nomination directly to the LRSC President for approval.
 - e. Benefits for Emeritus Status
 - i. Lake Region State Emeritus ID card
 - ii. Retention of LRSC e-mail address
 - iii. Parking - special permission to park in visitor parking
 - iv. On-campus workspace when available shall be provided.
 - v. Consistent with their roles and responsibilities, college computing privileges will be retained.
 - vi. Upon invitation, may serve on college boards and committees.
 - vii. By nomination and vote of the Faculty/Staff Senates, may retain membership.
 - viii. Faculty members who accept a part-time appointment after being awarded tenure in a full-time position shall continue to have such tenure recognized.
7. Honorary Associate Degree: Lake Region State College may grant an honorary Associate degree according to NDUS policy (See Section 430.1).

History

Administrative Council Approved 1200.03 (3)

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