SECTION 1200.03
COLLEGE EMPLOYEES: RECOGNITION OF SIGNIFICANT ACHIEVEMENT

1. Determination: The President and Council determine which achievements are significant. Input may be obtained from the Staff Senate 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 Faculty and Staff Breakfast, 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 to one faculty member per year.
    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 to one staff member per year.
    b. Any full-time benefitted staff member after their third consecutive year of service as of April 1st, 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. Staff Senate will form a selection committee of 5-7 individuals which must include at least one faculty member. No more than one individual from any individual office should be included on the selection committee.
    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.
c. Any Faculty/Staff Senate member may nominate a individual 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 LRSC President. The LRSC President makes the final decision in consultation with the appropriate supervisor. In the case of a senior administrator, any member of the College 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. On-campus workspace, when available shall be provided.
    iv. Consistent with their roles and responsibilities, college computing privileges will be retained.
    v. Faculty members who accept a part-time appointment after being awarded tenure in a full-time position shall continue to have such tenure recognized.
    vi. Free admission to all regular season athletic evens and theater performances.

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)

Administrative Council Approved 1200.03 (5) 06/27/16

Administrative Council Approved 1200.03 (3) (3,c) (3,d) 04/24/17

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