

Retirement with Distinction

Approved by Academic Senate – February 20, 2025

I. Eligibility

A. Retirement with distinction can only be received at full retirement with at least 15 years of service at Montana State University Billings;

and

B. Full-time faculty or administrators holding the rank of Senior or Teaching Lecturer, or Level I, I ½, or II at City College, who retire under the conditions of A above.

C. Those who are nominated for Emeriti status are not eligible for Retirement with Distinction.

II. Criteria

A. The individual must have served the university with distinction.

B. The individual must have demonstrated excellence in teaching and at least one other area (service, scholarship, or professional development).

III. Nomination

A nomination for Retirement with Distinction, prepared by a current department faculty member **must** include:

A. An updated formal curriculum vitae.

B. A nomination letter that includes a substantive narrative addressing how nominee has served the university with distinction in teaching, service, scholarship, and professional development, if applicable.

C. The nomination letter should refer to specific evidence of the nominee's qualifications. Although the application need not include the materials themselves, evidence such as publications, awards, and acknowledgements of outstanding service should be cited in sufficient detail. The nomination for academic faculty **may** also include other materials including letters of commendation or other special recognition.

IV. Procedures

A. Faculty within the nominee's department must formally vote to move the distinction nomination forward. It must be a majority vote.

B. The nomination should then be sent to the Academic Senate, with a copy submitted to the Dean of their college. Nominations will be items for approval. The Academic Senate can return a nomination to the department if there are any questions or need for clarification.

- C. Upon at least a 2/3 vote in favor, a recommendation from the Academic Senate shall be forwarded to the Provost and then to the Chancellor for consideration.
- D. The Chancellor shall make the final decision on Retirement with Distinction.

Nominations for Retirement with Distinction can be submitted at any time.

Rights, Privileges, and Responsibilities for Those who Retired with Distinction

Specific provisions of individuals who Retired with Distinction shall be granted, as resources allow:

- A. Use of the library and physical education facilities
- B. Invited to attend commencement ceremonies, convocations, and special programs for faculty and administrative staff sponsored by the University
- C. Access to campus email address (deactivated if unused for one year) and receipt of all relevant campus publications; requires ongoing cybersecurity training

The recipient's name will be included with listings of other award recipients in major University publications upon receipt of this honor.