PHILLIPS THEOLOGICAL SEMINARY

Board of Trustees' Policy and Procedure for the
Award of Emeritus Status to Faculty and Board Members

1. The designation emeritus[a] may be accorded to Phillips Theological Seminary faculty, staff,
or board members who have given extraordinary service to the seminary and the church.
More than a recognition merely of time served at the seminary, emeritus[a] is reserved for
those who have performed with distinction.

2. The honor of emeritus[a] may be bestowed upon any administrative staff member, board
member, or faculty member.

3. Staff should have been employed at least ten years and trustees should have served the
equivalent of three terms, although not consecutive under the current by-laws.

4. Nominations for emeritus[a] status may originate with any officer of the corporation or any
officer of the board and be presented to the Honorary Degrees Committee of the Board of
Trustees. A letter of recommendation identifying reasons for bestowing such status shall be
written by the nominator and countersigned by any two additional faculty members, senior
administrators or trustees.

5. Upon approval by the Honorary Degrees Committee, the name[s] shall be forwarded to the
Board of Trustees for confirmation.

6. No time frame will be established for nominations, although reviews will be held only at
times consistent with regularly scheduled board committee meetings.

7. There shall be no limit of the number of emeritus[a] designations in any given year.

8. A service of recognition may be performed during commencement or other appropriate
public ceremony sponsored by the seminary during the year.

9. The honoree shall be presented with a certificate of recognition, and his or her name shall be
carried in the seminary catalog and other appropriate publications followed by the
designation of emerita or emeritus.

10. Emeritus[a] status may be awarded posthumously.