



Emeritus Status Procedure

Procedure Number: 408P

Responsible Office: Human Resources

Forms: Form 105-152

Effective Date: 08/2015

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1. Purpose

Northern Virginia Community College recognizes that teaching faculty, administrative and professional faculty, classified staff, and presidents perform exemplary service over the course of their careers. In those cases where the individual's service and contributions to the college have been particularly meritorious and significant, upon retirement, the individual shall be eligible for emeritus status.

The Emeritus/Emerita title is honorific and is intended to acknowledge outstanding service to the Virginia Community College System. It does not represent any entitlement to authority, rights, privileges or resources.

2. Definitions

Meritorious and Significant Contributions to the College and/or Virginia Community College System: May reflect, but not be limited to, exemplary performance in teaching or other area of responsibility; a maintained currency in and contribution to the teaching field or other area of responsibility; exemplary leadership on behalf of the College through campus, College, and system activities; outstanding community service as an extension of College employment

3. Procedure

A. Eligibility and Titles

- a. *Professor Emeritus:* To be eligible for the status of professor emeritus, an individual holding faculty rank (usually that of associate professor or professor) must have retired from Northern Virginia Community College after a minimum of five years of full-time service to the College and a minimum of ten years of service in the Virginia Community College System and must have made meritorious and significant contributions to the College.
- b. *Administrative/Professional Faculty Emeritus:* To be eligible for the status of administrative/professional faculty emeritus, an individual holding faculty rank (usually that of associate professor or professor) must have retired from Northern Virginia Community College after a minimum of five years of full-time service to the College and a minimum of ten years of service in the Virginia Community College System and must have made meritorious and significant contributions to the College.

- c. *Classified Employee Emeritus*: To be eligible for the status of classified employee emeritus, an individual must have retired from Northern Virginia Community College after a minimum of five years of full-time service to the College and a minimum of ten years of service in the Virginia Community College System and must have made meritorious and significant contributions to the College.
- d. *President Emeritus*: To be eligible for the status of president emeritus, an individual must have retired from Northern Virginia Community College after a minimum of five years of full-time service to the College and ten years of service in the Virginia Community College System and must have made meritorious and significant contributions to the College and the VCCS in the position of College president.

B. Privileges and Honors to Accompany Emeritus Status

- a. Use of the physical facilities of NOVA's learning and technology resources.
- b. Faculty/staff parking privileges.
- c. Emeritus ID card.
- d. Faculty/staff discount at College bookstores.
- e. Invitation to attend special events, concerts, presentations or lectures sponsored by the College and entitled to participate in College intramural and recreational programs.
- f. Awarded a plaque acknowledging their emeritus status.
- g. Invited as an honored guest at the College Service Awards luncheon the year of the award.
- h. Receive selected College publications.
- i. In addition, holders of professor, administrative/professional faculty, and president emeritus status have the following privileges:
 - 1. Listing in the faculty section of the College Catalog, with identification as president or faculty emeritus.
 - 2. Presidents and professors emeriti may appear in the academic procession at Commencement and will march at the head of the faculty.

C. Nomination and Selection Process for Teaching Faculty, Administrative/Professional Faculty, and Classified Staff

- a. Full-time employees may submit Form 105-152 to nominate a retired employee for emeritus status. The dean, director, or other appropriate administrator shall evaluate the nomination to ensure that it is in compliance with the criteria and documentation standards as stated on Form 105-152 prior to making a recommendation to the Provost or Vice President of the nominee's last division of record, who shall in turn sign the form and forward the recommendation to Human Resources. An individual evaluated unfavorably by the dean,

director, or other appropriate administrator shall have the right to appeal that recommendation directly to the appropriate Provost or Vice President.

- b. The President shall appoint an ad hoc committee of seven persons (representing the respective segments of employees, to include three teaching faculty, one counselor, one librarian, one administrator, and one classified staff, all of whom have been employed by the College at least six years and have assumed leadership responsibilities), no later than October 15 of each academic year, to review nominations for emeritus status. The chairperson of the committee shall be chairperson of the College Senate.
- c. The ad hoc committee shall consider and vote on each nominee's recommendation; a two-thirds majority (five committee members) shall be necessary for approval of each candidate.
- d. The ad hoc committee, through its chair, shall submit its recommendation on nominations to the president no later than December 15 of each academic year.
- e. The president, after reviewing the report submitted by the ad hoc committee chair, shall recommend nominations for approval to the College Board at its January meeting of each academic year.

D. Selection Process for Presidents

- a. The College Board must nominate a president for emeritus status by official Board action. The request should contain a brief description of the candidate's service and an explanation of why he or she is deserving of this honor. The request should be submitted in writing to the Chancellor for review and consent. If agreed to, the Chancellor will submit the request to the State Board for approval.