



Piedmont Virginia Community College

Section I – Academic Affairs and Workforce Development Policy

I – 105. 0 Professor Emeritus Policy

Policy #:	I – 105.0
Effective:	May 2003
Revised:	December 2017
Responsible Dept:	Office of the Vice President of Academic Affairs and Workforce Development

1. Purpose

PVCC hereby establishes the status of Professor Emeritus which is an honorary title for retired faculty bestowed for meritorious service to students and the college. The title of Professor Emeritus is reserved for those retired faculty who have had distinguished careers and whose significant contributions set them apart from their peers. Achieving the status of Professor Emeritus is the highest honor the college may bestow upon a faculty member.

2. Policy Statement

PVCC has adopted VCCS policy (3.1.3.c) which states:

The establishment of the status of Professor Emeritus is recommended as a method of honoring teaching faculty for meritorious service to the college. The President of the college shall establish a procedure for selecting individuals for appointment as a Professor Emeritus with all the rights and privileges established by the college. To be eligible the faculty member must be retired and usually will have the rank of Associate Professor or Professor with a minimum of ten years of service in the VCCS and have made a significant, meritorious contribution to the college or the VCCS.

3. Procedures for Implementation

A. Minimum Eligibility Requirements

- Official retirement from the college
- At least 10 years' service at PVCC, 15 years of professional service all together

B. Selection Process

1) Teaching/Professional Faculty

In February, each dean or supervisor will prepare a list of associate and full professors who meet the minimum requirement for length of service, and who are retiring either in the current calendar year or who retired in an earlier calendar year, and who have not already been

considered for selection to emeritus status. The names of the eligible retirees will be referred to the next convened Teaching Faculty Promotions Committee meeting for consideration for emeritus status.

2) Administrative Faculty

In February, each vice president or supervisor will prepare a list of associate or full professors who meet the minimum requirement for length of service, and who are retiring either in the current calendar year or who retired in an earlier calendar year, and who have not already been considered for selection to emeritus status. The names of the eligible retirees will be referred to the next convened Administrative Faculty Promotions Committee for consideration for emeritus status.

3) Alternate Routes

A faculty member who does not hold an associate or full professor rank, but who does have the required years of service may apply for emeritus status to the appropriate dean or supervisor. Application materials should include the following:

- i. Letter of application highlighting achievements and service to the college
- ii. Supporting documents illustrating contributions to the college over the course of many years
- iii. Recommendations from supervisors, colleagues, and if applicable, former students or clients
- iv. The dean or supervisor will submit the materials to the appropriate committee for consideration of emeritus status.

C. Criteria for the Awarding of Emeritus Rank

Granting professor emeritus status confers recognition for many years of outstanding service and is considered an honor bestowed on persons who have made significant contributions to the college. Each year the Teaching Faculty Promotions Committee and the Administrative Faculty Promotions Committee will consider granting professor emeritus status to those whose names have been referred. Considering the candidate's existing professional file, to which the candidate is allowed, but not expected, to add recent materials such as letters, the committee will evaluate each of the following:

1) Professional Responsibilities

Teaching Faculty: Evidence of outstanding teaching, including student evaluations, letters from the dean of the division, colleagues, and students; and other supportive materials including yearly evaluations and records of multi-year appointments and promotions.

Professional and Administrative Faculty: Evidence of outstanding service, including student evaluations, if applicable, letters from supervisors, colleagues, and students or clients; and other supportive materials such as records of multi-year appointments and promotions.

2) Service to the College Community

Evidence of leadership in, or service to, the college, the community, and professional discipline.

3) Professional Development

Evidence of currency in the field over the course of the career, involvement in professional organizations, and scholarship.

The committee is charged with weighing these components of a person's career to determine the extent to which the person has made a significant and sustained contribution to the mission of the college. Meritorious contributions may be exemplified in different ways. Some professors may be recognized for excellence in one area; others may make outstanding contributions in diverse activities. It is expected that the committee will look for a record of achievement that establishes the candidate as a faculty member of extraordinary distinction.

D. Decision-Making Process

The committee will make recommendations to the President. Final approval for emeritus status is granted by the President.

The title granted will be at the rank held at the time of retirement (i.e., Professor Emeritus, Associate Professor Emeritus, Assistant Professor Emeritus).