

Piedmont Virginia Community College

Section VIII – Human Resources Policies

VIII – 105.0 Emeritus Status

Effective Date: April 2025

Last Revised: April 2026

Responsible Dept.: Associate Vice President of Human Resources

1. Purpose

The purpose of this policy is to provide guidance on eligibility criteria for emeritus status.

2. Policy Statement

PVCC has adopted the VCCS Policy 3.1.3 Emeritus policy which states: The Emeritus/Emerita title is honorific and is intended to acknowledge outstanding service to the VCCS. It does not represent any entitlement to authority, rights, privileges, or resources.

3. Definitions

Meritorious and Significant Contributions to PVCC and/or Virginia Community College System (VCCS): This designation may reflect, but is not limited to, exemplary performance in teaching or other area of responsibility; maintained currency in and contribution to the teaching field or other area of responsibility; exemplary leadership on behalf of PVCC College through campus, college, and system activities; outstanding community service as an extension of PVCC employment.

4. Applicability

This policy applies to all full-time Piedmont Virginia Community College (PVCC) teaching faculty, administrative and professional faculty, classified staff, and presidents who have retired and meet the eligibility criteria for emeritus status.

PVCC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. View the full nondiscrimination statement and find contacts at pvcc.edu/nondiscrimination.

5. Responsibilities

The parties responsible for the administration of this policy are Teaching Faculty, Administrative and Professional Faculty, Classified Employees, and Human Resources.

6. Procedures for Implementation

6.1 Titles and Eligibility

- a) President Emeritus. Candidates for emeritus status must have provided ten or more years of outstanding, distinguished, and honorable service to the VCCS in positions of substantial leadership to include the role of president.
- b) Professor Emeritus. The establishment of the status of Professor Emeritus is a method of honoring 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.
- c) Other Faculty Ranks. PVCC may extend Emeritus status to full-time faculty of all ranks.
- d) Administrative/Professional Faculty Emeritus. The establishment of the status of Administrative/Professional Faculty Emeritus is a method of honoring individuals for meritorious service to the college. The President of the college shall establish a procedure for selecting individuals for appointment as Administrative/Professional Faculty Emeritus with all the rights and privileges established by the college. To be eligible, the person must be retired, have a minimum of ten years of service in the VCCS, and have made a significant, meritorious contribution to the college or the VCCS.
- e) Classified Employee Emeritus. The establishment of the status of Classified Employee Emeritus is a method of honoring staff members for meritorious service to the college. The President of the college shall establish a procedure for selecting individuals for appointment as Classified Employee Emeritus with all the rights and privileges established by the college. To be eligible the person must be retired, have a minimum of ten years of service in the VCCS, and have made a significant, meritorious contribution to the college or the VCCS.

At the President's discretion, the President may grant Emeritus status to an employee posthumously.

6.2 Benefits of Emeritus Status

- a) Invitation to special events for retirees
- b) Acknowledged on PVCC's website and other college publications
- c) Audit college courses for free, subject to availability of space and consent of the instructor.

6.3 Nomination and Selection Process for Teaching Faculty, Administrative and Professional Faculty, Classified Employee

The Minimum Eligibility Requirements are 1) formal retirement from the college; and 2) a minimum of 10 years of service at PVCC and 15 years of total relevant professional service.

The Selection Process requires that all individuals seeking or being considered for Emeritus status must submit 1) a letter expressing consideration for Emeritus status; and 2) a letter of recommendation from a dean or supervisor.

Applicants must submit one or two additional documents from the list below or any additional evidence of meritorious achievements. This documentation may include, but is not limited to:

- a) Evidence of outstanding teaching, including student evaluations, and other supportive materials including yearly evaluations and records of multi-year appointment statements.
- b) Letters of commendation from deans, supervisors, colleagues, students, or community members.
- c) Awards or honors recognizing professional excellence.
- d) Evidence of significant contributions to their academic or professional fields, such as publications, presentations, innovative projects, or scholarships.
- e) Documentation of impactful service to the college, community, or the Virginia Community College System (VCCS).
- f) Leadership roles within professional organizations or committees.
- g) Mentorship activities that have supported the growth and development of students, faculty, or staff.
- h) Contributions to expanding access and improving outcomes for students so that all students have an equal opportunity to succeed.
- i) Evidence of participation in college governance, curriculum development, or other institutional advancements.

6.4 Teaching and Professional Faculty

In February, each dean or supervisor will prepare a list of eligible teaching and professional

faculty who meet the minimum requirement for length of service and are retiring either in the current calendar year or in an earlier calendar year and 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.

6.5 Administrative Faculty

In February, each vice president or supervisor will prepare a list of eligible professors who meet the minimum requirement for length of service and are retiring either in the current calendar year or in an earlier calendar year and 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 emeritus status.

6.6 Classified Staff

In February, each director or supervisor will prepare a list of qualified classified employees who meet the minimum requirement for length of service and are retiring either in the current calendar year or in an earlier calendar year and 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.

6.7 Teaching Promotions and Administrative Faculty Promotion Committee's 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 employees who have made significant contributions to the college. Each year the Teaching Faculty Professional Committee and the Administrative Faculty Promotions Committee will consider granting emeritus status to those whose names have been submitted for consideration with the appropriate documentation such as that described in the material on the selection process.

6.8 Teaching Promotions and Administrative Faculty Promotion Committee's Decision-Making Process

The committee will provide recommendations to the President, who holds the final authority to approve Emeritus status.

The title conferred will correspond to the rank held at the time of retirement (e.g., Professor Emeritus, Associate Professor Emeritus, or Assistant Professor Emeritus).

There is no limit to the number of Professors Emeriti that can be awarded each year, even if a significant number of eligible employees meet the eligibility criteria simultaneously.

7. Sanctions for Violation of Policy

N/A

8. Other General Information

N/A