



**Policy No. 3-41**

**Subject: Emeritus Appointment for Faculty and Staff**

Last Revised: 01/06/2022

Historical Status:

Division	Policy Manager	Administrative Supervisor	Reference
Human Resources	College President	Human Resources Manager	VCCS Policy Section 3.1.3.c

**I. POLICY**

It is the policy of Virginia Highlands Community College (VHCC) to honor retired faculty and staff for meritorious service and in support of their future contributions to the College.

**II. PERTINENT INFORMATION**

- A. The appointment of Professor Emeritus or Staff Emeritus is an honor reserved for employees whose contributions to VHCC are exceptional and enduring.
- B. The appointment of Professor Emeritus or Staff Emeritus is not an institutional endorsement of the entirety of the appointee’s person, their activities, or their career, but instead a recognition of the individual’s past and future contributions to the College.
- C. The appointment of Professor Emeritus or Staff Emeritus is for life, and when using the Emeritus title in print or otherwise, the Professor Emeritus or Staff Emeritus is expected to conduct himself or herself in the same manner and consideration as an active employee of VHCC.
- D. Notwithstanding any other element of this policy, the College Board retains the authority to withdraw the Professor Emeritus or Staff Emeritus title, without cause.

**III. DEFINITIONS**

- A. Faculty: for the purposes of appointment as Professor Emeritus in accordance with this policy, faculty include any VHCC employee whose employee classification at the time of their retirement is faculty.
- B. Staff: for the purposes of appointment as Staff Emeritus in accordance with this policy, staff include any VHCC employee whose employee classification at the time of their retirement is staff.

**IV. GENERAL GUIDELINES**

- A. Eligibility
  - 1. Individuals eligible for Emeritus status must have retired with a minimum of 10 years of full-time service in the Virginia Community College System.
  - 2. Individuals eligible for Emeritus status must have made documented, meritorious

contribution to VHCC.

3. Individuals eligible for Emeritus status must be nominated by a current VHCC employee or a VHCC Professor Emeritus or Staff Emeritus.
4. The College President may, in extenuating circumstances, recommend exceptions to the eligibility requirements for the College Board's consideration and action.

**B. Benefits**

1. The benefits available to Professor Emeritus and Staff Emeritus include the following:
  - a. Recognition in VHCC publications and public spaces, such as the College website and College catalog;
  - b. Invitation to participate with current employees at specific VHCC events, such as graduation ceremonies, in-service, convocation, and Arts Array;
  - c. Access to the VHCC Library and learning resources, including College archives and online catalogs;
  - d. Access to VHCC resources and spaces, when available and approved in advance, to facilitate ongoing contributions to the College; and
  - e. College photo ID and other employee services, when requested and approved as appropriate.
2. Individuals who are appointed Professor Emeritus or Staff Emeritus do not receive financial remuneration (salary or hourly wage) as a benefit of their appointment.

**V. DELEGATION OF AUTHORITY**

- A. The College President has the authority and delegates to the President's Cabinet the responsibility to establish procedures to meet the requirements of this policy.

**APPENDIX**

**VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS**

- A. VCCS policy 3.1.3

**VII. OPERATING REQUIREMENTS**

- A. Selection of Professor or Staff Emeritus
  1. The President shall appoint an ad hoc committee to review nominations for Faculty and Staff Emeritus annually.
    - a. The committee will consist of individuals representing diverse constituents of the College community, including teaching and administrative faculty, and classified staff.
    - b. Upon selection of a committee chair, the committee shall review the nominations for Professor Emeritus and Staff Emeritus, confirming the eligibility of each nominee.
    - c. The committee shall make recommendation(s) to the President regarding the nominations.
    - d. The President, upon review of the recommendations made by the ad hoc committee, shall make recommendation(s) to the College Board at a duly called Board Meeting.
    - e. The College Board may take action on the President's recommendation(s) for

Professor Emeritus and/or Staff Emeritus at a duly called Board Meeting.

- B. The College President shall inform the individual(s) of their respective appointment and communicate the appointment to VHCC employees.