

Policy Procedure: Emeritus Status

Procedure Number: 408P

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Forms: [Nomination for Emeritus Status Form 105-152](#)

Last Reviewed Date: 5/18/2023

1. 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.

2. 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:
 - i. Listing in the faculty section of the College Catalog, with identification as president or faculty emeritus.
 - ii. Presidents and professors emeriti may appear in the academic procession at Commencement and will march at the head of the faculty.
3. Selection Process for Teaching Faculty, Administrative/Professional Faculty, and Classified Staff
- a. 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.
 - b. Individuals meeting the eligibility requirements may be nominated by other full-time employees. 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 the president no later than November 15 of each academic year. The president shall within three working days submit the nominations to the chair of the ad hoc committee. 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.
 - 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 February meeting of each academic year.
4. 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.