

**Subject: Professor Emeritus Appointments of Teaching Faculty**

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**1. Purpose**

This policy addresses the appointment of retired full-time teaching faculty of the college to the status of Professor Emeritus and the rights and privileges accompanying such appointments. It complies with applicable policies of the Virginia Community College System as delineated in Section 3.1.2 of the *VCCS Policy Manual*.

**2. Policy**

Tidewater Community College recognizes that teaching faculty performs exemplary service over the course of their careers. Such service is generally rewarded through promotions, multi-year appointments, and other awards and methods of recognition. In those cases where the individual’s service and contributions to the college have been particularly meritorious and significant, upon retirement, a faculty member shall be eligible for appointment to Professor Emeritus status.

The number of nominations to be recommended for Professor Emeritus status in any given year shall not exceed two percent of the number of full-time teaching faculty as of October 31<sup>st</sup> or one person per campus, whichever is larger.

## 2.1. Eligibility

The following criteria must be met to be eligible for appointment to Professor Emeritus status.

1. The individual must have retired from TCC service as a member of the full-time teaching faculty within the previous five (5) years or have formally stated the intent to retire in the fiscal year (i.e., by June 30) in which considered for selection.
2. The individual must be (or have been) a full-time teaching faculty employee holding faculty rank of associate professor or professor.
3. The individual must have a minimum of ten years of full-time service as a member of TCC's faculty and staff and fifteen years of full-time teaching experience in higher education.
4. The individual must have made meritorious and significant contributions to Tidewater Community College in the areas of teaching, service to the college, service to the community, and service to the profession.

## 2.2. Rights and Privileges of Professors Emeriti

The following rights and privileges shall accompany appointment to Professor Emeritus status.

1. Listing in the faculty and staff section of the *Tidewater Community College Catalog*, with identification as Professor Emeritus.
2. The option to participate in the academic procession at commencement exercises and other such official college events, marching at the head of the faculty.
3. Full use of the facilities of the college's learning resources centers.
4. Faculty parking privileges.
5. College ID card.
6. A standing invitation to attend special events, concerts, presentations, or lectures sponsored by the college, as well as to participate in college intramural and recreational programs.
7. The employee discount at the college bookstores.
8. A college e-mail account.

Professors emeriti shall be officially so named at the college's recognition event for retirees in the year of their nomination's approval by the College President and the Tidewater Community College Board.

## 3. Responsibilities

The Associate Vice President for Human Resources shall develop and promulgate procedures to implement the policy delineated above.

#### 4. Procedures

The following procedures apply for the nomination of full-time teaching faculty who retire from Tidewater Community College for appointment to Professor Emeritus status. Deadline dates specified in this procedure shall be incorporated into the college's working calendar.

1. By September 30<sup>th</sup> of each year, the Associate Vice President for Human Resources shall issue a call for nominations for the status of Professor Emeritus with the deadline for such nominations being October 15<sup>th</sup>.
2. Any current or retired member of TCC's full-time teaching faculty may nominate a colleague for Professor Emeritus status using the attached [nomination form](#) which shall be submitted to the appropriate academic dean by October 15<sup>th</sup>. In addition to the nomination form, the nomination shall consist of at least three letters of support from current or retired TCC teaching faculty, one of whom may be the person originating the nomination. The letters of support should delineate, in detail, the nominee's particularly meritorious and significant service and contributions to Tidewater Community College in the areas of teaching, service to the college, service to the community, or service to the profession. If available, a current résumé or curriculum vitae should accompany the nomination. Taken together, the letters and résumé should include the nominee's work history, community and TCC activities, and any other pertinent information to help the committee determine eligibility for Emeritus status.
3. In consultation with the Associate Vice President for Human Resources, the academic dean shall determine that the nominated faculty member meets the years of service and academic rank requirements for eligibility for Professor Emeritus status. In the event that the nominated faculty member is not eligible for Professor Emeritus status, the academic dean shall notify the person who submitted the nomination that it will not be considered due to ineligibility.
4. The academic dean shall inform the faculty member that she or he has been nominated for Professor Emeritus status and ascertain that she or he acquiesces to the nomination. In the event that the nominated faculty member declines the nomination, the academic dean shall notify the person who submitted the nomination that it will not be considered in accordance with the nominee's desires.
5. The academic dean shall evaluate the nomination and make a recommendation to the supervising campus provost by October 25<sup>th</sup>.
6. In the event that a nomination is evaluated unfavorably by the academic dean, the faculty member making the nomination shall be so advised and have the right to appeal the dean's recommendation directly to the respective campus provost.
7. The supervising campus provost shall evaluate the nomination and forward the nomination form and the supporting letters of recommendation with a recommendation to the Vice President for Academic Affairs & Chief Academic Officer no later than November 1<sup>st</sup>. The Vice President for Academic Affairs &

Chief Academic Officer shall forward the nomination forms and the supporting letters of recommendation to the Associate Vice President for Human Resources no later than November 15<sup>th</sup>.

8. In the event that a nomination is evaluated unfavorably by the campus provost, the faculty member making the nomination shall be so advised and have the right to appeal the provost's decision directly to the College President.
9. By January 16<sup>th</sup>, the College President shall appoint an ad hoc committee of five to seven full-time teaching faculty holding full professor rank to review nominations for appointment to the status of Professor Emeritus. The Associate Vice President for Human Resources will meet with and issue the charge to the committee on the Presidents' behalf.
10. The ad hoc committee shall elect a chair from among its members.
11. The Associate Vice President for Human Resources will deliver the nominations to the chair of the ad hoc committee.
12. The ad hoc committee shall consider the nominations and, through the chair, submit its recommendation on nominations to the College President no later than February 15<sup>th</sup>.
13. The College President, after reviewing the ad hoc committee chair's report, shall recommend nominations for approval to the Tidewater Community College Board at its March meeting each year. In accordance with the college's policy, the number of nominations to be recommended during any given year shall not exceed two percent of the full-time teaching faculty as of October 31<sup>st</sup> or one person per campus, whichever is greater.

## **5. Definitions**

No definitions are associated with this policy.

## **6. References**

[VCCS Policy Manual](#)

## **7. Review Periodicity and Responsibility**

The Associate Vice President for Human Resources shall review this revised policy at each anniversary of its approval and, if necessary, recommend revisions.

## **8. Effective Date and Approval**

This revision to the policy is effective upon its approval by the College President on September 15, 2016.

Policy Approved:

Edna V. Baehre-Kolovani, Ph.D  
President

Procedure Developed:

Sarah E. (Beth) Lunde  
Associate Vice President for Human Resources

## 9. Review and Revision History

The initial version of this policy was approved November 11, 2002.

- Revision 1

Section 3. Responsibility for developing procedure from the College President to the Vice President for Administration.

Section 4. Procedures re-written based on experience and recommendations of ad hoc committee.

Approved September 30, 2004 by President Deborah M. DiCroce.

- Revision 2

Section 1. Policy revised to apply to full-time teaching faculty only.

Section 2. Eligibility criteria revised based on recommendation of ad hoc committee.

Section 4. Procedures revised to make the nomination process driven by full-time teaching faculty colleagues of the nominee.

Appendix A. Nominating form revised to reflect changes in the procedure.

Approved May 27, 2009 by President Deborah M. DiCroce.

- Revision 3

Section 2.2. Venue for officially naming professors emeriti changed to the college's annual recognition event for retirees.

Section 4.:

- Dates modified to start the nomination process on September 15<sup>th</sup>, to separate it from the start of the academic year.
- Procedure revised to provide greater specificity on the content of the nomination package.
- Procedure revised to direct appeals of the campus provost's decision to the College President.

Appendix A. Nominating form revised to reflect changes in the procedure.

Approved September 9, 2010 by President Deborah M. DiCroce.

- Revision 4

Section 2.1.3 Eligibility revised to require a minimum of ten years of full-time service as a member of TCC's faculty and staff rather than require a minimum of ten years of service as a member of TCC's full-time teaching faculty to account for employees who have served the college in more than one category of full-time employment.

Section 3. Responsibility for developing procedure from the Vice President for Administration to the Associate Vice President for Human Resources.

Section 4.:

- Procedure revised for the Associate Vice President for Human Resources to issue the call for nominations.
- Date modified to issue the call for nominations by September 30<sup>th</sup>.
- Date modified to appoint the ad hoc committee by January 16<sup>th</sup>.
- Procedure revised to delegate the task of meeting with the committee for the purpose of issuing the charge from the President to the Associate Vice President for Human Resources.
- Date modified for the submission of the ad hoc committee recommendation to the President by February 15<sup>th</sup>.
- Date modified for the President to submit nominations to the Tidewater Community College Board at its March meeting.

Section 7. Responsibility for reviewing the policy from the Vice President for Administration to the Associate Vice President for Human Resources.

Appendix A. Nominating form revised to reflect change in eligibility criteria and change in title from Director of Human Resources to Associate Vice President for Human Resources.

Approved September 15, 2016 by President Edna V. Baehre-Kolovani, Ph.D.

**APPENDIX A**  
**TIDEWATER COMMUNITY COLLEGE**  
**NOMINATION OF TEACHING FACULTY FOR**  
**PROFESSOR EMERITUS STATUS**

<b>Part A: Nomination (Completed by the full-time teaching faculty member making the nomination. Attach three letters of support<sup>1</sup> from current or retired full-time teaching faculty.)</b>	
<b>Nominee's Name:</b>	
<b>Campus:</b>	<b>Department:</b>
<b>Rank/Discipline:</b>	
<b>Number of years of full-time TCC employment:</b>	
<b>Total number of years of full-time collegiate teaching experience:</b>	
<b>Nominated by:</b>	
<b>Faculty Member's Name</b>	<b>Signature &amp; Date</b>
<b>Letters of support from:</b>	1.
	2.
	3.
<b>Part B: Eligibility Determination</b>	
<b>Academic Dean:</b> (In consultation with the Associate Vice President for Human Resources)	<input type="checkbox"/> Eligible for emeritus status.
	<input type="checkbox"/> Not eligible for emeritus status for the following reason:
	<b>Signature &amp; Date</b>
<b>Part C: Determination of Acquiescence</b>	
<b>Academic Dean:</b>	<input type="checkbox"/> The nominee acquiesces to being nominated.
	<input type="checkbox"/> The nominee declines the nomination.
	<b>Signature &amp; Date</b>
<b>Part D: Review and Comment</b>	
<b>Academic Dean:</b>	<input type="checkbox"/> Recommended
	<input type="checkbox"/> Not recommended for the following reason(s):
	<b>Signature &amp; Date</b>
<b>Campus Provost:</b>	<input type="checkbox"/> Recommended
	<input type="checkbox"/> Not recommended for the following reason(s):
	<b>Signature &amp; Date</b>
<b>Ad Hoc Committee:</b>	<input type="checkbox"/> Recommended
	<input type="checkbox"/> Not recommended for the following reason(s):
	<b>Chair's Signature &amp; Date</b>
<b>College President:</b>	<input type="checkbox"/> Nomination approved
	<input type="checkbox"/> Nomination not approved
	<b>Signature &amp; Date</b>

<sup>1</sup> Letters of support should delineate, in detail, the nominee's particularly meritorious and significant service and contributions to the college in the areas of teaching, service to the college, service to the community, or service to the profession. If available, a current résumé or curriculum vitae should accompany the nomination. Taken together, the letters and resume should include the nominee's work history, community and TCC activities, and any other pertinent information to help the committee determine eligibility for Emeritus status.