



INSTRUCTIONAL SERVICES

Policy 60160: Professor Emeritus Appointment Policy

1.0 Purpose

This policy addresses the appointment of retired employees of the college who hold faculty rank 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 3.1.1.2 of the *VCCS Policy Manual*.

2.0 Policy

- 2.1 The rank of Professor Emeritus is an honorary appointment made by the President and bestowed on retiring faculty for meritorious service to students and significant contributions to the college community. The title of Professor Emeritus is reserved for those who held faculty rank (usually that of associate Professor or Professor).
- 2.2 The following rights and privileges shall accompany such appointments.
- 2.3 Listing in the faculty and staff section of the *Germanna Community College Catalog*, with identification as professor emeritus.
- 2.4 The option to participate in the academic procession at commencement exercises and other such official college events, marching at the head of the faculty.
- 2.5 A standing invitation to attend special events, concerts, presentations, or lectures sponsored by the college.
- 2.6 A college email account
- 2.7 Library privileges
- 2.8 Professors emeriti shall be officially so named at a college ceremony each year of their approval by the President. They shall be recognized with their name being added to a Wall of Honor acknowledging their emeritus status.

2.9 In accordance with the applicable policies of the Virginia Community College System and Germanna Community College (GCC), the following criteria must be met at the time of retirement from service with GCC to be eligible for appointment to the rank of professor emeritus.

- a. The individual must be (or have been) a full-time employee holding faculty rank (usually that of associate professor or professor).
- b. The individual must have a minimum of ten years of service at Germanna Community College.
- c. The individual must have made meritorious and significant contributions to students, the community, and to Germanna Community College.

3.0 Procedure

3.1 Within six months before or after retirement, each faculty member who fulfills the eligibility requirements may be considered for recommendation to emeritus status.

3.2 Those who meet these conditions and have demonstrated a high level of distinction in teaching, leadership and service to students and the community may be recommended by a Dean and/or immediate supervisor to the Vice President for Academic Affairs and Student Services.

3.3 The Dean's recommendation shall document the basis for recommending the Emeritus status with:

- 1) Letters highlighting achievements and service to students, the community and the college
- 2) Supporting documents illustrating contributions over the course of many years
- 3) Recommendations from supervisors, colleagues, former students or clients

3.4 The Vice President shall review the documentation and make a recommendation to the President. Recommendations will be reviewed by President's Council to affirm recommendation for final decision. The President will make the final decision and shall inform the faculty member. The title granted will be at the rank held at the time of retirement. There is no quota on the number of Professors Emeriti awarded in a given year even when a large number of faculty are eligible at once.

4.0 Implementation

The Vice President for Academic Affairs and Student Services shall be responsible for maintaining procedures as part of the faculty handbook and in compliance with applicable policies and procedures of the Virginia Community College System and the Commonwealth of Virginia.

5.0 References

VCCS Policy Manual Section 3.1.2

6.0 Point of Contact

Vice President for Academic Affairs and Student Services

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Approval and Revision Dates

Draft –April 20, 2009

Approved – April 23, 2009