

Emeritus Status Nomination Form

revised 7/14/09, Office of the Senior Vice President and Provost

Section 2.2.6 of the *Faculty Handbook* addresses emeritus faculty: The title of emeritus is conferred on retired full professors and associate professors, administrative officers, librarians with continued appointment, and exceptional staff members who have given exemplary service to the university and who are specifically recommended to the board of visitors by the president and approved. Their names are carried in the *University Catalog* until death.

The usual procedures for nomination of a faculty member for emeritus status are as follows:

1. Department submits a separation notice to Human Resources.
2. Human Resources notifies the Office of the Senior Vice President and Provost.
3. An Emeritus Status Nomination Form and a sample resolution for the board of visitors is sent to the department head.
4. The department head forwards an approved nomination form and draft resolution for board of visitors' consideration to the dean (send electronic copy of resolution to tewright@vt.edu).
5. The dean approves and forwards nomination and resolution to the provost.
6. Resolution is approved by the president and the board of visitors at next board meeting.
7. The Provost's Office notifies the faculty member by letter of board of visitors' approval, with copies to the dean and department head.
8. Emeritus certificate is prepared and sent to the faculty member.

Name

Current Title (i.e., "Professor, Associate Professor," etc.)

Home Address

Effective Date of Retirement

Years of Service at Virginia Tech

Proposed Emeritus Designation (i.e., "Professor Emeritus of _ _ _")

Approvals (Signature and Date):

Department Head Date

Dean Date

Senior Vice President and Provost Date

Please attach to this form a draft resolution for board of visitors' consideration. The samples below give you an idea of the appropriate length and possible content. The resolution should address the faculty member's contributions to the instructional, research, and service missions of the university; outstanding achievements and awards; exceptional professional service; and other noteworthy contributions.

RESOLUTION FOR EMERITA STATUS
June 2, 2003

WHEREAS, Dr. Jane A. Doe faithfully served Virginia Tech for 24 years in the College of Liberal Arts and Human Sciences, beginning in 1979; and

WHEREAS, as a member of the faculty in the Department of Teaching and Learning, she was a dedicated teacher of a wide range of courses offered from the upper division undergraduate level to the advanced graduate level; and

WHEREAS, she advised and counseled undergraduates and masters students, served on numerous doctoral committees, and served as major advisor to many Ph.D. and Ed.D. candidates, helping students achieve their career goals and contribute to the education profession; and

WHEREAS, she provided effective leadership to the career and technical education program, and the marketing, business, and information technology majors, resulting in enhanced state and national visibility and ranking; and

WHEREAS, she provided leadership in the university through participation in governance activities such as chairing the Commission on Undergraduate Studies & Policies; and

WHEREAS, she contributed to the research on beginning teachers and teacher induction, authoring nearly 100 publications during her career and directing numerous sponsored research and development projects; and

WHEREAS, she served in leadership positions in a number of professional organizations, including serving on the Board of Directors of the Association for Career and Technical Education, as editor of the Journal of Vocational and Technical Education, and as president of the University Council for Workforce and Human Resource Education;

THEREFORE, be it resolved that the Board of Visitors recognizes Dr. Jane A. Doe for her service to the university with the title of Professor Emerita of Teaching and Learning.

RECOMMENDATION:

That the above resolution recommending Dr. Jane Doe for emerita status be approved.

RESOLUTION FOR EMERITUS STATUS
June 2, 2003

WHEREAS, Dr. John R. Doe faithfully served Virginia Tech for 29 years in College of Engineering, beginning in 1974; and

WHEREAS, as a member of the faculty in the John Grado Department of Industrial and Systems Engineering (ISE), he was a dedicated teacher of a wide range of courses from freshman to advanced graduate level; and

WHEREAS, he advised and counseled numerous undergraduate and graduate students in the systems engineering degree program and the nuclear engineering program, serving as the graduate advisor for 33 masters and 10 doctoral students; and

WHEREAS, he was appointed as the Hal G. Prillaman Professor of Industrial and Systems Engineering in 1987; was the founder and director of the Management Systems Laboratories from 1981-1995; was the Special Assistant to the Provost for Continuing Education and the Center for Organizational and Technical Advancement from 1994-1997; received several awards in teaching, research, and scholarship; and was selected by the students as Outstanding ISE faculty member in 1987 and 1988; and received the University Award for Outreach in 2000; and

WHEREAS, he made significant contributions in research on management systems engineering, authoring over 200 publications and receiving one U.S. patent in the course of this work; and

WHEREAS, he served in a number of national professional technical societies, including service as President Elect for the American Society of Engineering Management for 2002-03 and President for 2003-04;

THEREFORE, be it resolved that the Board of Visitors recognizes Dr. John A. Doe for his service to the university with the title of Hal G. Prillaman Professor Emeritus of Industrial and Systems Engineering.

RECOMMENDATION:

That the above resolution recommending Dr. John A. Doe for emeritus status be approved.