

The title of emeritus or emerita is conferred on retired Virginia Tech faculty members as defined in [Faculty Handbook, Chapter 2, sections 2.2 through 2.7](#) who have made exemplary service contributions to the university and are recommended to the Board of Visitors for approval by the provost and president. All nominations for emeritus or emerita designation should, through a draft resolution for the Board of Visitors, describe the faculty member's exemplary contributions and academic citizenship across any of Virginia Tech's mission areas of teaching, research or creative activity, and engagement. These contributions may, for example, be demonstrated through teaching awards, leadership or extensive service in transformative university initiatives, especially impactful community engagement, or evidence of national or international distinction. For additional information and description of the nomination process see the [provost's website](#).

Nominations for A/P faculty may be initiated by the faculty member's supervisor or other senior administrator, in consultation with the faculty member. After review by the A/P Faculty Senate Elections and Nominations Committee, the A/P Faculty Senate President makes recommendations for approval to the executive vice president and chief operating officer (EVPCOO) who then reviews and forwards to the provost to bring recommendations to the president and the Board of Visitors. For nominations of A/P faculty who work in academic affairs, the A/P Faculty Senate President should make the recommendation for approval directly to the provost (rather than the EVPCOO).

**Once reviewed at all levels described above, this signed nomination form should be sent along with a draft resolution (in Word format) highlighting the contributions and achievements of the faculty member to Rachel Gabriele ([rachelvg@vt.edu](mailto:rachelvg@vt.edu)) in the Provost's Office.** The Provost's Office will finalize the resolution for submission to the Board of Visitors at the appropriate quarterly meeting. Once approved by the board, a copy of the resolution and a certificate of appreciation will be provided to the emeritus or emerita faculty member.

Faculty Member Name \_\_\_\_\_  
*(as you would like it to appear on the resolution and certificate)*

Last 7 Digits of Faculty Member VT ID Number \_\_\_\_\_

Faculty Member Title \_\_\_\_\_  
*(e.g., Vice President, Assistant Dean, Director, etc.)*

Home Address \_\_\_\_\_

Effective Date of Retirement \_\_\_\_\_

Years of Service at Virginia Tech \_\_\_\_\_

Proposed Emeritus or Emerita Title/Designation \_\_\_\_\_  
*(e.g., Vice President Emeritus of \_\_\_\_, Director Emerita of \_\_)*

**Approvals:**

\_\_\_\_\_  
 Department Head/Chair, School Director, or Supervisor signature Date

\_\_\_\_\_  
 Department Head/Chair, School Director, or Supervisor signature name (please print)

\_\_\_\_\_  
 A/P Faculty Senate President signature Date

\_\_\_\_\_  
 Executive Vice President and Chief Operating Officer signature Date