

The title of emeritus or emerita is conferred on retired full professors, associate professors, administrative officers, librarians with continued appointment, and senior extension agents who have given exemplary service to the university and who are specifically recommended to the board of visitors by the president and approved (See [University Policy 4405](#) and section [3.2.4](#) and [4.2.5](#) of The Faculty Handbook).

Emeritus/a appointments are recommended by the department head and approved by the dean, provost, president and Board of Visitors.

A signed nomination form and draft resolution highlighting the contributions and achievements of the faculty member are to be sent electronically in Word format for approval to the Rachel Gabriele (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 are provided to the emeritus or emerita faculty member.

Please attach to this form a draft resolution for board of visitors' consideration. The sample resolutions provided suggest 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.

Faculty Member Name

_____ *(as you would like it to appear on the resolution and certificate)*

Last 4 digits of Faculty Member's VT ID Number

Faculty Member Title

_____ *(e.g., Professor, Associate Professor, etc.)*

Home Address

Effective Date of Retirement

Years of Service at Virginia Tech

Proposed Emeritus or Emerita Title/Designation

_____ *(e.g., Professor Emeritus of ____, Associate Professor Emerita of __)*

Approvals:

Department Head signature

Date

Department Head name (please print)

Dean signature

Date

Executive Vice President and Provost signature

Date