

The title of emeritus or emerita is conferred on retired Virginia Tech faculty members as defined in [Faculty Handbook, Chapter 2, sections 2.1.2 through 2.1.7](#) 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 nomination procedures see the provost's website.

Nominations for teaching & research faculty may be initiated by the faculty member's department head, chair, school director, or senior academic administrator in consultation with the faculty member. Consistent with processes for faculty honorifics, each college should have formal procedures for the nomination and appointment of faculty to emeritus or emerita status that include review by a college honorifics committee or promotion and tenure committee. After review by the appropriate college committee the college dean makes recommendations for approval by the provost, who then reviews and makes a recommendation to the president and the Board of Visitors.

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) 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.

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., Professor, Associate Professor, Director, etc.)

Home Address _____

Effective Date of Retirement _____

Years of Service at Virginia Tech _____

Proposed Emeritus or Emerita Title/Designation _____
(e.g., Professor Emeritus of ____, Director Emerita of __)

Approvals:

Department Head/Chair, School Director signature Date

Department Head/Chair, School Director signature name (please print)

Dean signature Date

Executive Vice President and Provost signature Date