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**Subject: Emeritus Faculty**

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1. Purpose.....	1
2. Policy .....	1
2.1 Assignment of Working Space and Support .....	1
2.2 Research and Travel .....	2
2.3 Utilization of Retiree’s Services.....	2
2.3.1 Volunteer Services.....	2
2.3.2 Committee Service.....	2
2.3.3 Teaching, Research, or Special Assignments .....	2
2.4 Recognition and Continued Participation in the Life of the University .....	2
3. Procedures.....	3
4. Definitions .....	3
5. References.....	3
6. Approval and Revisions.....	3

## **1. Purpose**

This policy outlines the non-financial benefits for retiring faculty members approved for emeritus status by the Virginia Tech Board of Visitors.

## **2. Policy**

The university encourages emeritus faculty members who have retired from active service to continue their contributions to the university and to their academic disciplines, whenever there is mutual interest and the capacity and motivation to do so. This policy statement summarizes the non-financial benefits available to retired faculty members and acts as a guide for discussions between the department head and a retiring faculty member concerning commitments and involvement in the life of the department and university following retirement.

Eligibility for emeritus status is described in the [Faculty Handbook](#). Emeritus appointments must be recommended by the department and approved by the dean, provost, and Board of Visitors. A faculty member not recommended for emeritus status may appeal the department head's (or departmental committee's) decision to the dean.

A related policy, Policy 4410, [Faculty Retirement Transition Program](#), addresses phased retirement agreements for retiring tenured faculty members who are at least 60 years of age with at least 10 years of service. This program provides employer payment of health care premiums through age 65 for eligible faculty members.

### **2.1 Assignment of Working Space and Support**

Working space, including offices and laboratories, and services are limited resources and are normally allocated first to faculty on active duty in teaching and research. However, it is the university's intention to provide, insofar as available, working space and services to emeritus faculty members so that they may continue professional activities as members of the Virginia Tech faculty. Planning for and assignment of space and services is the responsibility of department heads, directors, and deans, and includes judgment of the need for such space and services based on likely use of those resources by the retired faculty member. Prior to retirement, a faculty member may apply to the department head for space, secretarial or other services, and supplies needed in the continued pursuit of the faculty member's professional activities. Department heads or directors, and deans may respond positively to such requests within departmental needs and priorities.

## 2.2 Research and Travel

Emeritus faculty members may submit proposals through appropriate university channels for grants from outside agencies to support their scholarly activities, and may serve as principal investigators on such grants. It is expected that the assignment of working space and support for such grant-funded research will follow the guidelines set out in the previous section.

Emeritus faculty members may apply to appropriate university offices for financial support for continuing research and for funds to support travel to professional meetings. Requests for such financial support from regular faculty members on active duty will generally be given priority in allocating such resources.

## 2.3 Utilization of Retiree's Services

### 2.3.1 Volunteer Services

Retired faculty members who are not on appointment are not obligated to render measurable and identifiable services to the university; however, a retired faculty member may volunteer to perform tasks or undertake responsibilities for the university consistent with their expertise and experience. Volunteer activities undertaken with the approval of university entities are covered under the university's risk management program (see Policy 4330, [Guidelines for the Use of Volunteers](#), for further discussion of this issue).

### 2.3.2 Committee Service

If an emeritus faculty member is serving as an official member on a departmental, college, or university committee, they retain voting rights on that committee. Department heads are urged to take advantage of the expertise and experience of emeritus faculty by seeking their counsel informally or inviting their participation in committees or projects where they can make a contribution. Emeritus faculty members who are chairing or serving on a graduate advisory committee at the time of retirement may continue in that role with full status until the students have completed their work. An emeritus faculty member may be made a member of a graduate advisory committee following retirement. Eligibility to chair a newly formed committee is governed by Graduate School policy (see "Advisory Committee" in the Graduate Catalog).

### 2.3.3 Teaching, Research, or Special Assignments

Departments may contract with emeritus faculty members for teaching, advising, research, or other special responsibilities for pay at negotiated wage or adjunct rate. Such contracts may be on an occasional, as-needed basis, or part of a "phased retirement agreement" under [Policy 4410, Faculty Retirement Transition Program](#). However retirees are not eligible for benefits or continued contributions to the retirement program.

## 2.4 Recognition and Continued Participation in the Life of the University

Emeritus faculty members are listed in the university catalogs for life.

Department heads and deans are encouraged to invite retired faculty members to appropriate events and to distribute information about departmental and college activities to retirees.

All retired faculty and staff members are invited to join the Virginia Tech Retiree Association, an employee retiree group. The Office of Human Resources provides continued support for its activities and programs. Retired faculty members who remain in the local region are also listed in the university directory.

### **3. Procedures**

Emeritus nomination forms are sent to department heads by the Provost's Office following notification of the faculty member's pending retirement (through submission of the P-4 to Human Resources). Those recommended for emeritus status are reviewed and approved at the quarterly meetings of the Board of Visitors. A copy of the resolution and a certificate of appreciation are provided to the emeritus faculty member.

Faculty members who wish to continue active participation in scholarly activities or in some other professional capacity following retirement should initiate discussions with the department head prior to retirement to determine the availability of space and services in support of those activities.

### **4. Definitions**

The title of emeritus is conferred on retired full professors and associate professors, administrative officers, extra-collegiate faculty with continued appointment, senior extension agents, 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 ([Faculty Handbook, Section 2.4.4](#)).

### **5. References**

- [Faculty Handbook, Section 2.4.4, Professor Emeritus](#)
- [Policy 4410, Faculty Retirement Transition Program](#)
- [Policy 4330, Guidelines for the Use of Volunteers](#)

### **6. Approval and Revisions**

Approved July 7, 1999, by Senior Vice President and Provost, Peggy S. Meszaros.

October 10, 2001: Technical corrections to update policy links.

- Revision 1

Section 2.4 - Deleted reference to Founders' Day ceremonies.

Approved November 18, 2001 by University Provost and Vice President for Academic Affairs,  
Mark G. McNamee.

- Revision 2

Minor wording revisions and policy link updates.

Approved June 28, 2006 by University Provost and Vice President for Academic Affairs,  
Mark G. McNamee.