**Nomination for the Conferral of Professor Emeritus Status**

A-B Tech Policy: It is the policy of the Board of Trustees to recognize the outstanding service of select faculty members by conferring upon these individuals the title of ***Professor Emeritus*** upon their retirement after fifteen or more years of service. This honor is consistent with the Board’s intention to recognize the dedication and good work of College employees. While the College does not subscribe to a system of academic rank, this program will use the academic rank of Professor. This recognition also establishes an ongoing relationship between the College and the faculty member in retirement.

**Information of Retiring Employee (Nominee)**

|  |  |
| --- | --- |
| Name: | Employee ID Number: |
| Division: | Department:  |
| Office Telephone Number: | Building |
| Date of Retirement: | Position Title:  |
| Length of Service to the College: |  |

**Information of Nominator**

|  |  |
| --- | --- |
| Name: | Office Telephone Number: |
| Email Address: | Department/Division: |

**Nomination Checklist**:

 Letter of nomination describing the contributions this faculty member has made to

A-B Tech and/or the local community which can be described as high quality and beyond the faculty member’s job responsibilities. Highlight initiatives, programs, committee involvement, leadership roles, or services the faculty member initiated during their employment.

 Minimum of two letters of support.

 Comprehensive resume of the faculty member

 Completed nomination form, including signatures (see below)

**Signatures**:

Nominee’s Signature (indicates agreement to nomination) Date

Nominator’s Signature Date

Retiring Faculty Member’s Supervisor’s Signature Date

Vice President of Instructional Services’ Signature Date

The completed nomination form and supporting documents should be submitted to the Vice President, Instruction’s office in the Simpson Building.

Upon review of the attached materials and his/her signature below, the President of Asheville Buncombe Technical Community College hereby awards the honor of Professor Emeritus to this nominee:

President of A-B Tech Date