

## POLICY

<b>Policy Title</b>	Professor Emeritus/Emerita
<b>Policy Holder</b>	Organizational Effectiveness
<b>Policy Approver(s)</b>	Senior Team
<b>Related Policies</b>	
<b>Related Procedures</b>	
<b>Appendices</b>	
<b>Storage Location</b>	Website - <a href="https://www.confederationcollege.ca/policies-and-procedures">https://www.confederationcollege.ca/policies-and-procedures</a>
<b>Effective Date</b>	December 19, 2012
<b>Next Review Date</b>	

### Purpose

The honorary designation of Professor Emeritus/Emerita may be granted to retired members of the faculty who have demonstrated exemplary academic leadership and consummate service to the College and its communities.

### Scope

1. Emeritus/Emeriti status may be granted to a faculty member during their retirement year or to a retired faculty member who has:
  - attained retired status after a minimum of ten years full-time service with the College.
  - made contributions to the College which are generally accepted as being significantly beyond the norm; and
  - a record of service to the College that is judged exemplary by the President and the Board of Governors.
  
2. The granting of Emeritus/Emerita status will be based on an exemplary and demonstrated record of performance in all the following areas:
  - teaching effectiveness.
  - professional contribution to business, industry and/or the not-for-profit sector.
  - service and support to the College and its communities; and
  - formal acknowledgement of achievement, related to the candidate's teaching discipline or area of expertise, through awards and/or recognition by professional or community organizations.

## Policy Statements

### 1. RIGHTS AND PRIVILEGES OF EMERITUS/EMERITA FACULTY

In addition to the rights accorded to all retired employees, designated professors Emeritus/Emeriti:

- are included as members of the commencement platform party in the year of their appointment, and subsequent years if they desire;
- receive invitations to participate in College public ceremonies such as convocations, and appropriate social functions; and
- may use the title of Professor Emeritus/Emerita, Confederation College.

### 2. NOMINATION PROCESS

- 1) The office of the Vice President Academic will initiate a request for nominations for emeritus status in January of each year.
- 2) Nomination forms are available electronically on the Human Resources Services (HRS) intranet site or through the office of the Vice President Academic, or HRS.
- 3) Students, alumni, faculty, support staff and/or administrators may nominate a candidate for this award (see Appendix A for nomination form).
- 4) Nominations may not be self-generated.
- 5) A minimum of five nominators is required for a nomination. There must be at least one student and at least one faculty/staff on each nominating team.
- 6) The nominators must complete a submission that includes a typed descriptive report describing how the candidate meets the criteria for nomination. Supporting documentation **must** be included.
- 7) Nominations must be received by the Executive Director, Strategic Planning and Organizational Development by 4:30 p.m. of the last Monday in February each year.
- 8) The Professor Emeritus/Emerita Selection Committee will evaluate nominations and the recommendations will be forwarded to the Board of Governors on or before March 31<sup>st</sup> each year.
- 9) The committee will consist of the following or their designee:
  - Chair, Board of Governors,
  - College President,
  - One (1) faculty member who has received Professor Emeritus/Emerita status,
  - OASA representative,
  - President, Local 732,
  - SUCCI representative and,
  - Vice President Academic (**Committee Chair**)
- 10) An HRS representative and the Registrar also attend the committee meetings as observers.
- 11) The Board of Governors confers the designation of Professor Emeritus/Emeriti and the newly designated Professor Emeritus/Emerita will be acknowledged during convocation ceremonies.

## Non-Compliance

Clearly describe consequences (legal and/or disciplinary) for employee non-compliance with the policy. It may be pertinent to describe the escalation process for repeated non-compliance

## Revision History

Version	Change	Author	Date of Change

## Professor Emeritus/Emerita Nomination Form

Name of Professor: \_\_\_\_\_

Program or Course: \_\_\_\_\_

Nominators:

There must be a minimum of five (5) nominators, but there may be more.

	Name (please print)	Contact Information (email address)
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Please complete one (1) Descriptive Report describing how your nominee exemplifies the following characteristics:

**1. Teaching Effectiveness**

**Can be determined through:**

- **Student, peer and supervisor feedback**
- **Success of their students and graduates**
- **And examples of:**
  - **Innovation**
  - **Creativity**
  - **Respect for individual learning and evaluation styles**
  - **Well designed learning experiences**
  - **Engagement with students**
  - **Availability to coach and mentor**
  - **Positive, supportive attitude**
  - **Role model**

- Enthusiasm and passion to make a difference
- Proof that learning has occurred

2. Professional Contribution

Can be determined through activities such as:

- Participation in related professional associations
- Publishing
- Research
- Lifelong learning
- Mentoring other professors
- Presenting at education and/or discipline-specific conferences and events

3. Service and support to the College and its communities

Can be determined through activities such as:

- Participation in institution-wide activities and events
- Participation on internal and external committees and boards
- Providing community education and awareness of postsecondary education

4. **Formal acknowledgement of achievement, related to candidate's teaching discipline or area of expertise, through awards/recognition by professional or community organizations.**

**NOTE:** Documentation such as press clippings, testimonials, letters of support, citations, certificates, et cetera, that support the above-mentioned characteristics should be included in the submission.