

 <p>Policies & Procedures Manual</p>	# Pages: 1 of 3	Policy Number: AC-02-07
	Approved by: Learning Council	
Section: Academic Appointments	Effective Date: October 26, 2021	
Title: Emeritus/Emerita Appointments	Reviewed: October 19, 2021	
	Replaces: February 9, 2015	

1. POLICY STATEMENT

University College of the North (UCN) recognizes that its teaching and research programs may benefit from the expertise of Emeritus/Emerita appointed faculty members who bring knowledge and skills of value to the University College.

2. PURPOSE OF POLICY

To honour retired members of UCN's academic community in recognition of service to that community, exemplifying the highest traditions of teaching, institutional leadership and/or scholarship.

3. PROCEDURE FOR APPOINTMENT

- 3.1 The Governing Council (GC) will approve the granting of Emeritus/Emerita appointments to retired members of the academic staff of UCN, who have achieved the following:
 - 3.1.1 Outstanding distinction in research or scholarship, and/or
 - 3.1.2 Creative professional activity and a significant record in teaching and/or research.
- 3.2 There shall be an Emeritus/Emerita Selection Committee to make recommendations to the Learning Council (LC) about appropriate candidates for the title of Emeritus/Emerita.
 - 3.2.1 The Dean/Director will submit a recommendation for the Professor Emeritus/Emerita candidate to the selections committee;
 - 3.2.2 The Vice President Academic and Research will submit a recommendation for the Dean/Director Emeritus/Emerita candidate to the selections committee;
 - 3.2.3 The Chair of the Governing Council will submit a recommendation for the President Emeritus/Emerita candidate to the selections committee;
 - 3.2.4 The Chair of the Governing Council will submit a recommendation for the Chancellor Emeritus/Emerita candidate to the selections committee;

- 3.3 Members of the Selection Committee include:
 - 3.3.1 One representative from each faculty;
 - 3.3.2 President of UCN (Chair);
 - 3.3.3 One Emeritus/Emerita appointed faculty member (if available).
- 3.4 The LC will ratify the recommendation of the Selection Committee and, in turn, the LC Chair will make a recommendation to the GC.

4. CRITERIA AND QUALIFICATIONS FOR APPOINTMENT

- 4.1 The Selections Committee shall consider the following, where applicable, in making its recommendations to the LC:
 - 4.1.1 Normally, the retiring faculty member would have served UCN, in a full-professor tenured appointment, for a reasonable length of service within UCN.
 - 4.1.2 The faculty member's teaching qualifications and performance shall have been developed to, and maintained at, a high level throughout the period of service. Evidence of excellence in teaching may include awards, evaluations by students, assessment of peers, testimonials from former students, a record of course and curriculum development, innovations in teaching methods, and a corpus of work relating to teaching and learning.
 - 4.1.3 The faculty member's contribution to the academic community through service on University College, as well as, external committees, commissions, and panels, shall have been maintained over a substantial period. Service in the leadership roles that contribute to the advancement of the mission of the University College are important components of this criterion.
 - 4.1.4 The faculty member's contributions to scholarship through publication, performance, exhibitions, curriculum and course development and research, shall have been developed to, and maintained at, a high level throughout the period of service. Evidence of excellence in research, scholarship and creative work may include awards and recognitions, reviewed and juried works, refereed publications, invited lectureships, success in grant and other competitions, and testimonials by peers.
 - 4.1.5 The faculty member should have a strong commitment to, and continued involvement, in at least some of the above activities, albeit at a reduced intensity.

5. LOSS OF EMERITUS/EMERITA APPOINTMENT

Any or all privileges associated with the Emeritus/Emerita status may be suspended by the Vice- President Academic and Research as a result of violations of University College policies and procedures.

6. COMPENSATION

An Emeritus/Emerita appointee is not normally remunerated by UCN. However, if he/she is assigned formal teaching responsibilities, a separate teaching appointment will be made.

7. PRIVILEGES OF APPOINTEES

7.1 May use one of the following titles as determined by the appointment:

7.1.1 Chancellor Emeritus/Emerita

The title of Chancellor Emeritus/Emerita may be conferred on an individual who has served as Chancellor of the University for at least five years. Individuals so honoured must have rendered distinguished service to the University during the term of office.

7.1.2 Dean/Director Emeritus/Emerita

The title of Dean/Director Emeritus/Emerita may be conferred on a Dean who has served for at least five (5) years. Individuals nominated for the title shall have given distinguished service to his/her faculty/school during the term of office. The title can be conferred at any time after the expiry of the term as Dean/Director.

7.1.3 President Emeritus/Emerita

The title of President Emeritus/Emerita may be conferred on an individual who has served as President of the University for at least five years. Individuals so honoured must have rendered distinguished service to the University during the term of office.

7.1.4 Professor Emeritus/Emerita

The title of Professor Emeritus/Emerita may be conferred after retirement on members of the faculty of the University College who have held the rank of Professor.

7.2 UCN Email account will be provided;

7.3 UCN Faculty/Staff ID will be provided;

7.4 Access to UCN library services will be provided;

7.5 Access to office and laboratory space may be provided, if available.

7.6 The appointment of all Emeritus/Emerita positions is for life.

8. RESPONSIBILITIES OF APPOINTEES

8.1 Responsibilities include but are not limited to:

8.1.1 Teaching;

8.1.2 Invited guest lecturer in classes and/or seminars;

8.1.3 Serving on Advisory Committees;

8.1.4 Collaborating on research projects, grant-writing activities, research projects and publications;

8.1.5 Complying with all applicable University College policies and procedures.