Procedures

BESTOWAL OF THE TITLE PROFESSOR EMERITUS/EMERITA PROCEDURES	**Number:** AS 2.1 **Classification:** Academic and Students **Procedural Authority:** Senate **Procedural Officer:** Vice-President, Academic and Provost **Effective Date:** November 27, 2024 **Supersedes:** Bestowal of the Title Professor Emeritus/Emerita Policies and Procedures (2000) **Date of Last Review/Revision:** September 2024 **Mandated Review Date:** September 2031

Parent Policy: Bestowal of the Title Professor Emeritus/Emerita

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1.0 PURPOSE

These procedures lay out the nomination, evaluation, and recommendation processes for the title Professor Emeritus/Emerita.

2.0 PROCEDURES

2.1 Nominations

2.1.1. All nominations of prospective candidates for the title Professor Emeritus/Emerita must be made in writing to the attention of the Chair of the Senate Committee on Honorary Degrees and Other Forms of Special Recognition (SCHDSR) and submitted to the SCHDSR Committee Secretary.

2.1.2. Nominations are normally made by members of the nominee's Department/School/Division at the University and provide the following information:

   i. the name and current address of the candidate;
   ii. a curriculum vitae and other such documentation that may be helpful to the Committee;
   iii. pertinent reference articles/names;
   iv. a brief statement outlining why the nominee should be considered for the title of Professor Emeritus/Emerita that addresses the criteria in section 6.2 of the *Bestowal of the Title Professor Emeritus/Emerita Policy*; and
   v. the name and contact information of nominator(s).

2.1.3. Nominations can be submitted anytime one year prior to retirement and five years post-retirement; however, to avoid disruption in some services, nominations must be received by the SCHDSR Committee Secretary at least six months before the intended retirement date of the nominee.

2.1.4. The SCHDSR Chair acknowledges, in writing, the receipt of each nomination.

2.2 Evaluation and Recommendation Procedures

2.2.1 The deliberations of the SCHDSR must take place in a closed session.

2.2.2 The Committee must evaluate the proposed nomination(s) and

select names deemed acceptable in compliance with the criteria in section 6.2 of the *Policy on Bestowal of the Title Professor Emeritus/Emerita* as approved by Senate.

2.2.3 The SCHDSR must forward the name(s) of recommended nominee(s) and the supporting documentation listed in 2.1.2 to the Office of University Governance for inclusion in the next Closed Session of Senate agenda.

2.2.4 Senate considers the nominations received and reaches a decision on a nominee by a simple majority vote.

2.3 Acceptance and Receipt of the Title - Professor Emeritus/Emerita

2.3.1 The President, as the Chair of Senate, presents a title Professor Emeritus/Emerita letter of offer to approved candidates to accept or reject.

2.3.2 The title becomes effective on the date of retirement or, if accepted after the member has retired, on the date of acceptance of the honorary title.

2.3.3 Faculty who have been honoured with the title Professor Emeritus/Emerita, and those who have not been recognized previously, are recognized at a special recognition event, normally hosted in spring.

2.3.4 If a candidate becomes incapacitated or dies after having indicated willingness to accept, the title may be awarded posthumously at the discretion of the President (Chair of the Senate).

2.3.5 These procedures are in confidence until the nominee formally accepts the title.

2.4 Rescinding a Professor Emeritus/Emerita Title

2.4.1 The SCHDSR is responsible for advising and recommending to Senate that a Professor Emeritus/Emerita Title be rescinded.

2.4.2 All discussions and decisions on rescinding a Professor Emeritus/Emerita title take place in closed meetings of the SCHDSR and Senate.