

**SUBJECT: BESTOWAL OF THE TITLE PROFESSOR EMERITUS/EMERITA
POLICIES & PROCEDURES**

1.0 PREAMBLE

The University of Northern British Columbia will from time to time award the honorary title "Professor Emeritus/Emerita of [discipline]" to retiring faculty members who have given exceptional service to the university and to the larger academic community.

The Policy for Recipients fulfils two functions, namely:

- i) Provides the criteria by which nominations are evaluated for the title.
- ii) Provides guidelines for the nomination process used in the consideration and granting of the title.

In this policy "Committee" means the Senate Committee on Honorary Degrees & Other Forms of Special Recognition (SCHDSR).

2.0 POLICIES AND PROCEDURES

2.1 Evaluation Criteria for Award of the Title - Professor Emeritus/Emerita

2.1.1 The award of the title is a recognition by the University of Northern British Columbia of exceptional service to the university and to the larger academic community.

2.1.2 Nominees are selected for commitment, contribution, and accomplishment according to the following criteria:

- i) will normally hold the rank of full professor
- ii) will have a reputation as a scholar, in research and publication, which gives him/her international status, and will have served on national or international committees and boards in the appropriate discipline. The nominee's scholarly work will have advanced his/her discipline at the national and/or international level
- iii) will have a successful record as a teacher, and will have contributed fully to the university through service on committees and otherwise

2.2 Nominations

2.2.1 All nominations of prospective candidates for the title *Professor Emeritus/Emerita* shall be made in writing to the attention of the Chair of the Committee and be submitted to the Committee Secretary.

2.2.2 Nominations should provide the following written 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 nominees should be considered for the title of Professor Emeritus/Emerita
- v) name and contact address of nominator(s)

2.2.3 Nominations shall be received by the Committee **in the Fall** for consideration for **the Annual Convocation Ceremony** the following year.

2.2.4 Nominations will normally be made by members of the nominee's Program at the University.

2.3 Acknowledgement of Nominations

2.3.1. The Chair of the Committee shall acknowledge, in writing, the receipt of each nomination.

2.4 Evaluation and Recommendation Procedures

2.4.1 The deliberations of the Committee shall take place in camera.

2.4.2 The Committee shall evaluate the proposed nomination(s) and select names deemed acceptable in compliance with the criteria adopted (Section 2.1 herein) as approved by Senate.

2.4.3 The Committee shall forward to the Senate, through the Chair, for approval in camera, the name(s) of recommended nominees with supporting documentation including the nominator(s) statement.

2.5 Approval of Recommendations

2.5.1 Approval of any nominee requires a majority vote of the Senate members present.

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

2.6.1 A letter of consideration shall be presented to the selected candidate by the University President (Chair of the Senate) for acceptance or rejection.

2.6.2 Normally, the title *Professor Emeritus/Emerita* will be received in person at the Convocation ceremony. However, if after having indicated willingness to accept, a candidate becomes incapacitated or dies, the title may be awarded at the discretion of the President (Chair of the Senate).

2.7 Special Convocations

2.7.1 The nominees for the title *Professor Emerita/Emeritus* for a special Convocation may be selected from the pool and/or other nominees presented by the Committee and ratified in accordance with these policies and procedures.

2.8 Confidentiality

2.8.1 Strict confidentiality will be maintained at all times.

Approved by Senate: **November 29, 200**