

EMERITUS/EMERITA DESIGNATION POLICY

Policy Name: Emeritus/Emerita Designation	Responsible Owner: President	Effective date: August 2015
Policy number: A02.12.02	Approval Body: Senior Management Team (SMT)	Proposed Review date: August 2020
Category: Administrative	Replaces: A02.10.01 Faculty Emeritus	Revision date(s): April 2019

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PURPOSE

The Emeritus/Emerita appointment recognizes the excellence of retired faculty, staff and administrators, honours the employee’s standing of high regard in the eyes of peers and colleagues, and encourages continued involvement with the College.

SCOPE (DEPARTMENTS AND/OR PARTIES TO WHICH THIS POLICY APPLIES)

FACULTY MEMBERS

STAFF

ADMINISTRATORS

Who have a demonstrated record of excellence and outstanding contribution to their discipline/ profession and the College as a whole.

DEFINITIONS

N/A

POLICY STATEMENTS

1. The College may award the Emeritus/Emerita designation to retiring or retired employees who have sustained excellence over a period of at least 10 years in the following areas:
 - A. Demonstrated excellence in teaching, research, service or leadership
 - B. Demonstrated outstanding contribution to their discipline/profession
 - C. Demonstrated outstanding contribution to the College

POLICY STATEMENTS (CONT'D)

2. Emeritus/Emerita designation is normally awarded upon the retirement of the individual, although any eligible retiree can be nominated for consideration within two years of retirement.
3. Benefits and honours, subject to institutional usage policies and the availability of appropriate resources and funding, may include:
 - A. Use of name in College calendar and in other information and promotional materials, as appropriate;
 - B. Inclusion in academic processes, such as Convocation;
 - C. Invitation to special College events;
 - D. Library privileges, including interlibrary loan;
 - E. Use of office space (where available);
 - F. Mail and photocopy privileges;
 - G. Unique emeriti email address;
 - H. Use of recreational facilities;
 - I. Opportunities to remain engaged in College activities through volunteerism, mentorship, scholarship and strategic academic planning.
4. Appointees will be governed by the policies and procedures of the College.
5. Emeritus/Emerita designation, once awarded as stipulated in a letter from the President, is normally retained by the individual for life. However, the President may withdraw Emeritus/Emerita designation from any individual if they have misused the designation or committed an act such that continued association with the College could bring disrepute to the College in the view of the President.

PROCEDURES

Refer to the Douglas College [Emeritus/Emerita Designation Standard Operating Procedure \(SOP\)](#) located on *DC Connect*.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- [Emeritus/Emerita Nomination Form](#)

RELATED ACTS AND REGULATIONS

N/A

RELATED COLLECTIVE AGREEMENT CLAUSES

N/A



APPENDIX 1

EMERITUS/EMERITA NOMINATION FORM

I, _____, hereby nominate the following individual for a Douglas College Emeritus/Emerita Award:

Nominee's retirement date: _____
Nominee's employee group: Faculty [] Staff [] Administrator []

Nominee's name: _____

Nominee's signature: _____

Nominee's former department: _____

Nominee's number of years at Douglas: (minimum 10) _____

Nominee's contact information:
Address: _____
Phone: _____
Email: _____

ATTACHMENTS

A. Demonstration of eligibility in each of the following areas (please provide statements of no more than one page each):

- 1. Demonstrated excellence in teaching, research, service or leadership
2. Demonstrated outstanding contribution to their discipline/profession
3. Demonstrated outstanding contribution to the College

B. Letter(s) of support

Signature of administrator from nominee's area: _____

Date: _____

Timelines: Nomination packages must be received in the President's Office by October 31st of each year.