

September 2017: Guidelines for Professor Emeritus Nominations

The title of Emeritus is an honour to be conferred upon a retiring or recently retired Professor, Librarian, Archivist or Instructor who is being recognized for a distinguished academic career and exemplary service to Acadia University.

Criteria

The Emeritus title:

- ☐ Is an honour that recognizes scholarly and professional excellence as well as meritorious service to Acadia University over an extended period of time.
- ☐ Reflects a standard of excellence that normally includes national and/or international recognition.
- ☐ Is conferred upon a retiring or recently retired (within 5 years of retirement) Professor/Librarian/Archivist/Instructor.
- ☐ Is normally reserved for those individuals who have at least 10 years of full-time service at Acadia University.

Nominating Procedures

1. A call for nominations to the University Community, Vice-President Academic, University Librarian, Deans, Directors and Department Heads for the Emeriti Distinction will occur by October 1st of each year.
2. Nominations may be submitted by a Department, Unit, School, Programme, Dean, VP Academic, University Librarian or by the nominee him/herself and, in all cases, must have supporting documentation attesting to their worthiness of this distinction. In the case of self-nominations, the nominee's Department (and/or Interdisciplinary Program) and Dean(s) will be asked to provide a letter of support.
3. Where a Department/Unit/School/Programme, a Dean, VP Academic or University Librarian decides to nominate a retiring or recently retired Professor/Librarian/Archivist/Instructor, the Head/Director/Coordinator is to inquire of the individual whether s/he wishes to be so considered for this distinction.
4. Where a Professor/Librarian/Archivist/Instructor agrees to let her or his name stand, s/he is to provide a dossier, including a curriculum vitae and other supporting documentation for consideration by the Committee. This dossier is to be forwarded to the President's Office normally no later than January 31st.

Selection Process

1. All nominations will be reviewed by the Awards Committee.
2. The Committee may decide to:
 - a. Recommend the nomination to Senate
 - b. Seek additional information from the nominator in which case the nomination may be held over for further consideration
 - c. Not recommend the nomination .
3. The Committee's report to Senate shall include a list of all candidates in categories 2(a) and 2(c); the Committee's recommendation regarding each candidate (i.e., recommend / not recommend the candidate); and a brief explanation of the grounds for their recommendation in each case.
4. Voting at Senate shall be through a secret ballot indicating support / lack of support for each candidate. A two-thirds majority vote in either direction shall be binding.

Candidates that do not receive a two-thirds majority vote in either direction may, if the candidate and nominator(s) so desire, be resubmitted for reconsideration by the Committee in the following year.

5. Professors/Librarians/Archivists/Instructors upon whom Senate confers the Emeritus distinction will have their names listed in the record of Convocation.

Privileges of Emeritus Title

- ☐ To be able to serve on undergraduate and graduate theses committees.
- ☐ To have their names listed in the Acadia University calendar.
- ☐ To be invited to Convocation and the academic procession.
- ☐ To have access to full faculty library privileges.
- ☐ To be provided with Datatel access by special request (e.g. holders of research grants).
- ☐ To be entitled to bear the title "Professor/Librarian/Archivist/Instructor Emeritus".
- ☐ To have access to shared office/lab space should space be available, subject to annual review (key access to this space to be obtained by special request)