

## **Awards Committee for Honorary Degrees and Emeriti Distinction (Awards Committee)**

### **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 1<sup>st</sup> 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 31<sup>st</sup>.

## **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 be available, subject to annual review (key access to this space to be obtained by special request).