



## PROFESSOR EMERITUS PROCEDURE

|                                       |                         |                            |                  |
|---------------------------------------|-------------------------|----------------------------|------------------|
| <b>Procedure Type:</b>                | Institutional           | <b>Initially Approved:</b> | February 5, 1987 |
| <b>Procedure Sponsor:</b>             | President and CEO       | <b>Last Revised:</b>       | August 24, 2021  |
| <b>Administrative Responsibility:</b> | Senior Academic Officer | <b>Review Scheduled:</b>   | August 2026      |
| <b>Approver:</b>                      | President and CEO       |                            |                  |

### A. ELIGIBILITY

1. This procedure applies to any permanent faculty member with at least 10 years of service to AUArts before retiring.
2. Permanent faculty members may be eligible for other honorary and affiliated ranks in accordance with AUArts' academic policies for Administrator Emeritus and Adjunct appointments and must comply with these policies as appropriate.

### B. CRITERIA FOR CONSIDERATION

A Professor Emeritus will have:

- a. A distinguished career as a teacher and practicing professional who has substantially contributed to Alberta University of the Arts and has achieved recognised standing in their field of expertise
- b. Valued as a mentor who motivates and inspires peers and other employees
- c. Demonstrated a commitment to ethical conduct and strong work habits
- d. Demonstrated exemplary service
- e. Employed by Alberta University of the Arts for at least 10 years before retiring

### C. RIGHTS AND HONOURS

- a. The Professor Emeritus has general access to Alberta University of the Arts facilities and access to the resources of Alberta University of the Arts as approved by the Senior Academic Officer or Designate.
- b. The specific rights and honours of Professor Emeritus designation include:
  - i. Use of Alberta University of the Arts services such as library and email services renewable on an annual basis (email will be disabled if account becomes inactive)
  - ii. Listing on the AUArts website
  - iii. Invitation to give lectures or contribute to activities

- iv. Appropriate courtesies such as invitations to graduation and awards ceremonies and other AUArts events
- v. Business cards with the emeritus designation and title

**D. PROCEDURE**

- a. The nomination of a retiree should be in the form of a written submission addressed to the Senior Academic Officer or Designate with the nominee’s curriculum vitae, and preferably endorsed by three full-time academic staff.
- b. The nomination should address the above criteria for consideration.
- c. The Senior Academic Officer or Designate will recommend to the President and CEO whether to confer Professor Emeritus status on the nominated retiree.
- d. Since a Professor Emeritus acts as an ambassador for Alberta University of the Arts, the President and CEO may act to withdraw the honour if it deems that there are serious reasons for reassessing its provision.

**E. DEFINITIONS**

- (1) AUArts: Alberta University of the Arts
- (2) University Means Alberta University of the Arts

**F. RELATED POLICIES**

- Emeritus Policy
- Administrator Emeritus Procedure

**G. RELATED LEGISLATION**

- Post-Secondary Learning Act

**H. REVISION HISTORY**

| Date (mm/dd/yyyy) | Description of Change                                 | Sections | Person who Entered Revision (Position Title) | Person who Authorized Revision (Position Title) |
|-------------------|---|----------|--|---|
| 08/24/2021        | Revisions to Procedure to link to New Emeritus Policy | Various  | University Secretary                         | Senior Academic Officer                         |
|                   |   |          |  |   |