

# EMERITUS DESIGNATION



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<b>POLICY NUMBER</b>	BRD 15-3
<b>APPROVAL DATE</b>	September 16, 2014
<b>AUTHORITY</b>	Board of Governors
<b>CATEGORY</b>	Board
<b>PRIMARY CONTACT</b>	President And Vice-Chancellor
<b>ADMINISTRATIVE CONTACT</b>	(TBD)

## POLICY

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The honorary titles of Chancellor, Emeritus, President Emeritus, Professor Emeritus, and Educator Emeritus are bestowed following retirement of the chancellor, president, faculty, and administrators who have provided service to Thompson Rivers University (TRU) over a sufficient period that the recipients have come to be clearly identified with TRU. Designation as Chancellor, Emeritus, President Emeritus, Professor Emeritus, or Educator Emeritus is for life. Only a single Emeritus designation will be bestowed on any one individual. The honorary titles of Chancellor Emeritus, President Emeritus, Professor Emeritus, and Educator Emeritus recognize that the individual has gone beyond the expectations of the description of the position held while at TRU.

## REGULATIONS

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### 1. Awards

#### A. Chancellor Emeritus and President Emeritus

A former chancellor or president of the University who served as chancellor or president respectively for at least 5 years may be awarded the title Chancellor Emeritus or President Emeritus as the case may be after retirement from TRU upon written nomination from a member of the Board of Governors to the Chair of the Board of Governors. The criteria to be applied in assessing such a nomination will include the nominee's contribution to the University and to the community at large.

#### B. Professor Emeritus

Faculty and academic administrators may be awarded the title Professor Emeritus at retirement from TRU, upon a written nomination from a supervisor and/or colleague that will include a CV and the names of two references to the President and Vice-Chancellor, provided:

1. They have earned the TRU designation of full, associate or assistant professor; and

2. They have completed at least ten years of full-time employment at TRU; or, in the case of a former president of TRU, 5 years in office suffice; and
3. The applicant is deemed meritorious according to the following criteria:
  - a. Demonstrated teaching excellence through such measures as student and peer evaluations, teaching awards, and innovations in teaching; or,
  - b. Administrative excellence demonstrated by criteria such as innovations, awards, peer and student evaluations, externally recognized achievements and projects and/or obtaining and maintaining program accreditation;
  - c. Contribution to one's field through scholarship, creativity and leadership within TRU and the larger community;
  - d. Contributions to the community at large.

### **C. Educator Emeritus**

All other faculty and administrators may be awarded the title "Educator Emeritus" upon retirement from TRU upon a written nomination from a supervisor and/or colleague that will include a CV and the names of two references to the President and Vice-Chancellor, provided:

1. they have completed at least ten years of combined full-time employment as a faculty member and/or administrator at TRU; and
2. they will not be receiving Professor Emeritus designation; and
3. the applicant is deemed meritorious according to the following criteria:
  - a. Demonstrated teaching excellence through such measures as student and peer evaluations, teaching awards, and innovations in teaching or demonstrated administrative excellence as evidenced by positive reviews;
  - b. Contribution to one's field through scholarship, creativity and/or leadership within TRU and the larger community;
  - c. Contributions to the community at large.

## **2. Nominations**

- 2.1. Nominations for Chancellor Emeritus or President Emeritus are to be submitted to the Chair of the Board of Governors within two years of the nominee's retirement. The Board will then consider the nomination and determine whether the Emeritus title will be awarded.
- 2.2. Nominations for Professor Emeritus or Educator Emeritus are to be submitted to the Chair of the Emeritus Designation Committee not later than February 1 to be considered for presentation at the Spring Convocation and not later than June 1 to be considered for presentation at the Fall Convocation. The Emeritus Designation Committee will make recommendations to the President and Vice-Chancellor regarding the suitability of candidates to be awarded Emeritus designation. Nominees will be notified that they have been approved after their retirement date

and will be invited to formally receive the award at the first Convocation following that date.

### **3. Recognition and Perquisites of the Emeritus Award**

- 3.1. The titles of Chancellor Emeritus, President Emeritus, Professor Emeritus, and Educator Emeritus will be conferred by the President and Vice-Chancellor at the Convocation following designation.
- 3.2. All persons holding the title Emeritus will be:
  - a. listed in the TRU Calendar and in similar official listings as appropriate;
  - b. entitled to library privileges deemed appropriate to that status by the Librarian;
  - c. entitled to use their former departmental mail and e-mail addresses;
  - d. entitled to those recreational use privileges of TRU facilities to which full-time faculty are entitled;
  - e. entitled to march in academic processions at Convocation.
- 3.3. Office space, laboratory space and secretarial services may, under certain circumstances, be provided but are not automatic perquisites. Such privileges may be extended as appropriate depending on the needs and resources of the relevant Department and Division with the approval of the respective Chair and Dean.

### **4. Termination of the Designation**

A Chancellor Emeritus or President Emeritus who brings TRU into disrepute may have the title and its privilege removed for cause by the Board of Governors. The Board's decision shall be final.

A Professor or Educator Emeritus who brings TRU into disrepute may have the title and its privileges removed for cause by the President and Vice-Chancellor. The President's decision shall be final.

### **5. Application for Grants and Contracts**

TRU Presidents, Professors, and Educators Emeritus shall be eligible to apply for grants and contracts under the aegis of Thompson Rivers University.

### **6. Use of TRU Equipment by Professors and Educators Emeritus**

A President, Professor, or Educator Emeritus who plans to continue an active scholarly program following retirement may use TRU equipment to assist in the pursuit of that program under the conditions set out below.

- 6.1. Where equipment has been obtained by the individual through a TRU-administered research grant or contract, and the President, Professor, or Educator Emeritus continues to carry out activities under that grant or contract following retirement, approval of the relevant Chair, Dean, Director and Vice-President will provide authorization to continue use of that equipment. That use will be subject to any

regulations of granting agencies or terms of any contracts regarding subsequent use, ownership or transfer of equipment.

- 6.2. Where equipment is other than that described in 1., above, a President, Professor, or Educator Emeritus wishing to use TRU equipment following retirement must obtain prior written approval of the relevant Dean or Director. Approval must be obtained annually. In the event of a dispute over the use of such equipment, the Emeritus may take the matter to the relevant Vice-President whose decision shall be final.
- 6.3. If the President, Professor or Educator Emeritus proposes to remove TRU equipment from campus, prior written approval must be obtained from the Dean.
- 6.4. If a President, Professor, or Educator Emeritus has retained TRU equipment under any of the conditions above and subsequently discontinues an active scholarly program, one of two options may be chosen:
  - a. return of the equipment to TRU at the expense of the President, Professor, or Educator Emeritus; or
  - b. purchase of the equipment in accordance with approved TRU policy and procedure.