Policy and Procedures for the Awarding of Emeritus Status

Policy

Upon retirement, a Full Professor or a Full Librarian who has served Laurentian University in a full-time tenure position for at least five years and in good academic standing shall be awarded the title of Professor Emeritus or Professor Emerita or Librarian Emeritus or Librarian Emerita of this University, the title to be held for life.

Notwithstanding the above, Associate Professors or Associate Librarians who have served Laurentian University in a full-time tenure position for at least ten years and in good academic standing and who are considered to have made outstanding contributions to the University through their scholarly activity and/or teaching/library service and/or community work, may apply for Emeritus status in the final year of their employment.

Emeritus status for Associates is appropriate for individuals who have demonstrated an exceptionally strong profile in one or two of the areas of achievement such that, even though they may not have fulfilled the requirement for Full Professor/Librarian, they are nevertheless deserving of special recognition. Such cases should be based upon a dossier of supporting evidence (described below)

The final decision, based on the dossier, will be taken by the Committee on Emeritus/aProfessorships.

Procedures

1. Upon receipt of an intention to retire, the Provost and Vice-President, Academic shall inquire of that faculty member, assuming they have been in a tenured position at Laurentian for at least 10 years and are at the Associate level, whether they would like to apply for Emeritus status. As part of their communication, the Provost and Vice-President Academic will include a copy of this Policy and Procedures which will also be posted on the University Website for ready reference. In exceptional circumstances, if this step has been inadvertently missed, a eligible faculty member still has the right to apply within one year of retirement.

2. If a faculty member is interested, they shall send an application to their current Chair/Director explaining their motivation to apply for Emeritus status and summarize how they meet the criteria. They will also send a copy of their current c.v.

3. The Chair/Director will consult unit members for their approval and prepare a recommendation, with reasons.

4. The recommendation, as well as the application and c.v., will go to the Dean of Faculty for a recommendation.

5. The Dean will then send the complete dossier (the application, the unit and Dean's recommendations and the c.v.) to the Provost and Vice President, Academic for a final decision to be made by the Senate Committee on Emeritus/a Professorships. This Committee has been delegated this authority by Senate, and any decision it makes shall be reported to Senate for Information.

6. The Provost and Vice-President, Academic will also send a formal letter to the applicant announcing the decision.

Privileges

The same privileges as awarded to retired full-time faculty members as per the Collective Agreement.

PLUS the following additional privileges:

1. The formal awarding of their certificate and a high rank in the university's academic processions. Successful candidates will also be offered the option of being gowned in an upcoming convocation.

2. Free business cards upon request by the professor emeritus/a, librarian emeritus/a.