



Senate

Policy Name	Emeritus Status, Policy and Procedures
Policy Number	CAPTPAA 2019-01
Origin	Senate Committee on Appointment, Promotion, and Tenure or Permanence for Academic Administrators (CAPTPAA)
Authority	Senate
Date of Original Approval	28 April 2008
Supersedes	Procedures and Privileges for the Granting of Emeritus Status
Senate Approval Dates	2019-04-26
Effective from	2019-04-26
Review/Retirement Date	April 2024
Responsibility for Revision	CAPTPAA
Responsibility for Implementation	Chair of Senate

Purpose

To recognize the significant contributions of senior faculty members and librarians to Mount Saint Vincent University at the time of their retirement.

Scope

This policy applies to all nominations for Emeritus Status.

Policy

The status of Emeritus will be open to individuals who are retiring from the University, have held an academic appointment, normally Professor or Librarian IV, have served the University for more than ten years, and have demonstrated sustained and continued involvement in furthering significant aspects of the University's mission.

Departments may also nominate faculty and librarians who do not meet the rank or length of service requirements at the time of their retirement, but who have demonstrated sustained and continued involvement in furthering significant aspects of the University's mission.

Senate is the body that has the right to award the status of Emeritus.

Emeritus status is an honorary designation which carries the privileges listed below.

Procedure

The Office of the Vice-President Academic and Provost will contact all Professors and Librarians IV who meet the length-of-service requirement and have submitted notice of retirement and inquire whether they would like to be considered for Emeritus status. If they would like to be considered, they will submit their curriculum vitae and a letter indicating their interest in being nominated to the Committee on Appointment, Promotion, and Tenure or Permanence for Academic Administrators (CAPTPAA), copied to their departments. The individuals' departments will then submit a nomination letter to CAPTPAA.

Departments may also nominate faculty and librarians who do not meet the rank or length of service requirements but have demonstrated sustained and continued involvement in furthering significant aspects of the University's mission. A nomination letter describing how the faculty member or librarian has made a significant contribution to the University will be submitted to CAPTPAA, along with the candidate's curriculum vitae.

CAPTPAA shall consider nominations for Emeritus status and forward a recommendation to Senate.

By secret ballot, Senate shall determine whether to award the status of Emeritus.

Incoming Professor and Librarian Emeriti will be recognized at Spring Convocation. The status will go into effect upon retirement.

Privileges associated with Emeritus status:

- She will be listed in the University Calendar.
- She has the right to use the University's facilities, such as the library, faculty lounge or recreational resources.
- She shall have library privileges.
- She will be invited to all ceremonial activities of the University.
- She may use the University's name in pursuing research. This may include the use of the University as a business address, access to mailboxes, and letterhead and business cards, as appropriate.
- She may have office space on campus, if available.
- She may serve on thesis committees in the same way as current faculty members.
- And any additional privileges to be determined at a future date by Senate.