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Name:	Senate Policy – Professor Emeritus
Policy Number:	8-1001
Origin:	University Senate
Approved:	1992-SEP-18
Issuing Authority:	University Senate
Responsibility:	University Senate, Executive Committee
Revision Date(s):	2008-APR-11, 2018-APR-13
Effective Date:	2018-APR-13

Policy:

The honorary rank of Professor Emeritus is awarded, upon or after retirement from full-time active academic duties, to faculty members who have served the University with distinction and who wish to continue a formal association with the university. Distinguished service shall consist of a combination of some or all of the following: extensive research and publication of unusually high quality, teaching performance recognized by colleagues and students to be of exceptional merit, creative contribution to the administration and development of the University.

Procedures:

A faculty member may be proposed for the rank of Professor Emeritus by a formal recommendation originating in the Department in which he or she has held a faculty appointment. Such Departmental recommendation should be made to the Dean of the Faculty, normally during the first term of the year at the end of which the faculty member will retire from full-time service at the University. This recommendation shall be in writing, with documentary evidence, and will give reasons to support the nomination based on the criteria of distinguished service, as listed above.

The Dean will forward this material together with his/her written assessment to the Vice-President, Academic and Research. The Vice-President will write a separate assessment based on the documentation provided and forward all of the material to the President. The President will write his/her assessment and forward the file to the Senate Executive. The Senate Executive will review the nomination and, if a positive recommendation is forthcoming, will forward this to Senate, and subsequent to Senate approval, to the Board of Governors.

The President's Office will notify the faculty member by letter (cc to Senate Office, Advancement Office and the Registrar) of the decision of the Board of Governors. The Registrar's Office will contact the faculty member to arrange for the formal award at a convenient convocation ceremony. The rank of Professor Emeritus ordinarily shall be awarded by the Board of Governors in the year during which the recipient will complete full-time service prior to retirement.

The rank of Professor Emeritus will carry no salary or honorarium, but it will carry the following entitlements:

1. full use of the University library facilities and information technologies;
2. where possible, working space on request;
3. the right to use faculty secretarial facilities as available;
4. the right to apply and be considered for University research funds.

Note: Please also reference the appropriate section of the current SMUFU Collective Agreement.

Version History Version. #	Date Changed	Updated by	Description of Change
1.0	September 18, 1992	Original document	Document creation. Approved by Senate on September 18, 1992
1.1	April 11, 2008	Senate Executive Committee	Insert the following criteria: "and who wish to continue a formal association with university"; "ordinarily" shall be awarded; and in entitlement # 1 add "and information technologies". Approved by Senate on April 11, 2008.
1.2	April 13, 2018	Senate Office	Include process to advise faculty member, Senate Office, Advancement Office, and Registrar of the Board decision.