



Title:	Emerita/Emeritus Status Policy
Policy Area:	Human Resources
Policy Number:	E.2.17
See also: (related policies)	Code of Ethical Practices Policy

Effective Date of Policy:	May 27, 2020
Approval Date:	May 26, 2020
Applies to:	Former Employees of Okanagan College
Approving Body:	Board of Governors
Supersedes:	Policy on Appointment of Emeritus College Professors at OUC, approved March 24, 1999; Adopted Okanagan College, 2005; Appointment of Emeritus Professors, June 28, 2005; Appointment of Emeritus Administrators, June 28, 2005.
Authority:	<i>College and Institute Act</i>

The following are responsible for the administration of this policy

Primary Office:	Contact:
Office of the President	Manager, Executive Office

1. Policy Statement

- 1.1. The appointment of an individual to Emeritus status is made to enhance teaching, scholarship, research, service and professional practice at the College. The appointment is made to recognize the meritorious service of a College Professor, Instructor, non-instructional Faculty or

Administrator who is no longer an employee of the College but wishes to remain connected to the institution to contribute further to the academy. Emeritus status will allow the continuation of the commitment to the mission and mandate of the College. The term “Emerita” and “Emeritus” may be used interchangeably.

2. Eligibility Criteria

- 2.1. Emeritus status may be conferred upon an individual if that individual:
 - (a) has an established record of scholarship or similar appropriate achievement through academic or professional work in academia, post-secondary institutions, professional practice, community and industry, or through other relevant activities;
 - (b) has demonstrated a commitment to post-secondary education or to the appropriate academic discipline and department;
 - (c) has retired or resigned and either held a position of College professor, instructor or non-instructional faculty at the College for at least five years or has been a senior administrator who has served at least five years in an administrative position; and
 - (d) has not taken up an academic or administrative appointment at another post-secondary institution.

3. Appointment Procedures

- 3.1. Generally, an appointment recommendation is made by nomination by the Dean or Director of the area that represents the candidate’s field of study, practice or discipline.
- 3.2. An appointment recommendation may also be initiated by any member of a department, and such recommendation will proceed through the appropriate Dean or Director and follow the process outlined herein.
- 3.3. The nomination shall include an up-to-date curriculum vitae and a candidate statement that makes clear the value of the appointment to the College and the candidate. The candidate may also indicate resources and privileges the candidate would be interested in using at the College as outlined in section 4 below.
- 3.4. The nomination will be submitted to the Vice President, Academic.
- 3.5. The Vice President, Academic will strike a Review Committee consisting of the Vice President, Academic, the Vice President, Students and one Dean or Director other than the originator of the nomination. The Committee will review the nomination and if appropriate make a recommendation to the President for approval of the nomination.

4. Appointment Details – Privileges, Responsibilities

- 4.1. Emeritus status shall generally result in a title that corresponds with the individual’s former appointment with the word “Emeritus” or “Emerita” added thereafter. For example, Professor Emeritus, Administrator Emerita, etc.

- 4.2. The granting of Emeritus status is an honorary designation which confers no employment status, employment rights or benefits, membership status or voting rights at the College and involves no assigned duties or responsibilities.
- 4.3. Emeritus status may provide various privileges as determined in writing by the Vice President, Academic in consultation with the relevant Dean or Director, and are subject to modification or revocation at any time. The following privileges may be available:
 - (a) the Emeritus appointee may be eligible to apply for external research grants through the normal College approval processes. Collaborative applications between the Emeritus appointee and members of the department are encouraged;
 - (b) as resources permit, the Emeritus appointee may have access to library, computing services and parking privileges, consistent with College policies;
 - (c) as resources permit, the Emeritus appointee may have laboratory, office or similar space on College premises made available;
 - (d) the Emeritus appointee may be listed on the College website and publications and have the right to identify themselves publicly with their Emeritus title;
 - (e) the Emeritus appointee may be invited to participate in the procession at annual Convocation ceremonies; and
 - (f) the Emeritus appointee may present at a seminar to faculty and students annually.
- 4.4. The Emeritus appointee shall be bound by the College's policies and procedures.
- 4.5. The Emeritus appointee shall not purport to speak on behalf of the College or represent the College unless specifically authorized in writing to do so.

5. Revocation of Appointment

- 5.1. The Emeritus appointment is normally retained for life but may be revoked as noted below:
 - (a) in situations where the College has determined that an appointee is no longer suitable to hold the status of Emeritus, the relevant Dean, Director or Vice President may make a recommendation to the President that the Emeritus appointment of an individual be revoked. This may include, without limitation, situations where the appointee is not acting in the best interests of the College, violating the College's policies and standards, or otherwise bringing the College's reputation into disrepute through the appointee's actions or failure to act;
 - (b) the President will consult with the College Executive Administrative Committee and the President will make a determination on the Emeritus appointment status; and
 - (c) if an Emeritus appointment is revoked and there is work (research projects, student supervision, etc.) in progress, arrangements will be made with the appropriate Dean or Director to manage or assign this work.
- 5.2. The decision of the President is final and may not be appealed.