

Professor Emeritus / Emerita Procedure			
Parent Policy	Professor Emeritus / Emerita Policy		
Policy Sponsor	Provost and Vice President, Academic	Category	Administrative
Policy Contact	Provost and Vice President, Academic	Effective Date	January 6, 2020
Procedure Contact	Provost and Vice President, Academic	Review Date	January 6, 2025

1. Purpose

This procedure outlines the process for awarding the honorary title Emeritus/ Emerita for retiring professors.

2. Scope

The honorary title of Professor Emeritus / Emerita may be conferred after retirement of academic staff members of the University who have held the rank of Full Professor.

3. Definitions

Academic Staff	An employee designated as such by the Board.
Professor Emeritus/ Emerita	An honorary title granted to full professors to acknowledge and recognize a distinguished professorial career and meritorious service to the University.
University	Athabasca University

4. Guiding Principles

4.1. Retiring Athabasca University faculty/retired faculty at the rank of full professor may be nominated or nominate themselves to their faculty Dean.

4.2. The Nomination Package must include the following:

- a. Statement of Nomination
- b. Research and Publication Summary
- c. Curriculum Vitae
- d. Letters of Support. A nomination must be supported by a minimum of three full professors, comprising representation from at least two different post-secondary institutions.

4.3. The Nomination Package must meet the eligibility criteria for the award outlined in the Professor Emeritus / Emerita Policy.

4.4. Nominations are made through the Dean to the Provost and Vice President Academic.

- 4.5. The Provost and Vice President Academic will scrutinize each proposal and either:
- Support the recommendation and forward it to the President for review, or
 - Not support the recommendation, in which case the Provost's decision shall be final and is not subject to appeal.
- 4.6. If the President accepts the recommendation, the President will confirm emeritus/ emerita status in writing to the candidate.
- 4.7. The President may determine that the application does not merit appointment as Professor Emeritus / Emerita. In this case, the President will advise the individual, in writing, that the honorary title of Emeritus/ Emerita has not been granted.
- 4.8. The final decision will rest with the President and is not open to appeal.
- 4.9. The President retains the authority to withdraw the Emeritus/ Emerita title in writing. The decision to withdraw the Emeritus / Emerita title shall be final and is not subject to appeal.

5. Applicable Legislation and Regulations

[Post-Secondary Learning Act, S.A 2003, c. P-19.5](#)

6. Related Procedures/Documents

[Professor Emeritus / Emerita Policy](#)

[Academic Staff Promotion Policy](#)

History

<i>Date</i>	<i>Action</i>
January 6, 2020	Executive Team (Policy Approved)