

Faculty of Health Professions

Conditions and Procedures for Appointment - Professor Emeritus

Introduction

It is understood that any retired faculty member may continue to use her/his academic rank title modified by the suffix “(Retired)”. However, this policy outlines the conditions and procedures for appointment to the rank of Professor Emeritus for that small minority of retiring professors who meet the criteria.

Eligibility

Eligibility is normally confined to those who are retiring or who have retired within the last 3 years after having served Dalhousie as a full-time Full Professor for at least 10 years, and whose post-retirement appointment, if any, is less than half time.

Criteria

Recommendations shall be made only for individuals who have made outstanding academic contributions that were substantially above the norm for a Full Professor in her/his discipline in the Faculty of Health Professions, Dalhousie University. Academic contributions include a superlative record of research or scholarship, a teaching performance that has been recognized as exceptional, a truly outstanding contribution to the academic administration of Dalhousie University, at one or more levels of school/college, faculty and university administration, or some combination of these.

Procedural Guidelines

1. The Dean of the Faculty of Health Professions is responsible for preparing the recommendation to the President. In preparation for recommending Professor Emeritus status, the following guidelines will apply.
 - The Director shall ensure that all potentially eligible faculty members are considered. He/she shall discuss with the Dean the names of individuals known to be close to retirement well in advance of retirement.
 - The Director of the relevant School/College will provide documentation in support of the nomination, on behalf of, or in consultation with, the unit that responds to the criteria noted above. This will include:
 - Recent curriculum vitae of the nominee.
 - A letter of nomination that is endorsed by the relevant unit and that documents achievements relative to the criteria.
 - Three letters of recommendation from recognized academics external to Dalhousie University.
 - The Dean may choose to seek further letters of recommendation from other recognized academics.
 - The Dean will forward all documentation to the Faculty Tenure and Promotions committee seeking its recommendation on each nomination.
 - Once a recommendation has been received from the Faculty Tenure and Promotion Committee, the Dean will formulate her/his final recommendation and forward it to the President for consideration.
2. The Board of Governors, upon the recommendation of the President, makes appointment to the rank of Professor Emeritus.

Privileges of Rank

Any of the privileges noted below that are accorded to those holding the rank of Professor Emeritus are contingent on resource availability within the relevant School/College and the Faculty of Health Professions.

Privileges associated with the Rank of Professor Emeritus may include the following:

- Named and identified in the Dalhousie University Calendar as “Professor Emeritus” with the School/College listing of academic staff.
- Invited to all Convocations and other public events of the University to which all faculty are invited. The invitation to Convocation will include an invitation to be part of the Convocation procession.
- Access to all social areas of the University campus on the same basis as is provided to active faculty members.
- Provision of Dalhousie University identification card.
- Access to full library privileges, recreation, and parking facilities on the same basis as is provided to active faculty members.
- Access to office space (if available), telephone and IT at the discretion of the Director of the School/College and the Dean of the Faculty.
- Access to former School/College general office for receipt of mail.
- Participation as a member of graduate student thesis committees where expertise allows.

Approved – Faculty Council November 2002
Senate Review June 2003 (re: 10 year rule)