

 <p><b>Conditions and Procedures for Appointment of Professor Emerita/ Emeritus</b></p>	<p><i>Policy Sponsor:</i> Dean</p>	<p><i>Approval Date:</i> Faculty Council, Nov 2002 With updates approved by Faculty Council, February 2020</p>
	<p><i>Responsible Unit:</i> Dean's Office</p>	<p><i>Amendments:</i> June 2003 – Senate review re: 10-year rule March 2018 – formatting changes 17 Dec 2019 – minor edits</p>

***Background and Purpose***

It is understood that any retired faculty member may continue to use their academic rank title modified by the suffix “(Retired)”. However, this policy outlines the conditions and procedures for appointment to the rank of Professor Emerita/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.

***Timelines***

There is no required timeline regarding nominations and review for Professors Emeriti. The Reviews are conducted by the Faculty Tenure and Promotion Committee, so it is advantageous to submit nominations while that Committee is doing other reviews, November through February each year.

***Criteria***

Recommendations will be made only for individuals who have made **outstanding** academic contributions that were substantially above the norm for a Full Professor in the relevant discipline in the Faculty of Health, 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 is responsible for preparing the recommendation to the President. In preparation for recommending Professor Emerita/Emeritus status, the following guidelines will apply:
  - The Director of each Unit will ensure that all potentially eligible faculty members are considered, discussing with the Dean the names of individuals known to be close to retirement well in advance of retirement.
  - In relation to the criteria noted above, the Director of the relevant School/College will provide documentation in support of any nomination, on behalf of or in consultation with the unit. This will include:
    - Recent *curriculum vitae* of the nominee.
    - A letter of nomination 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.
  - The Faculty Tenure and Promotion Committee will review the materials provided, assessing them for evidence of performance that is outstanding, and substantially above the norm for a Full Professor in the unit.
  - Once a recommendation has been received from the Faculty Tenure and Promotion Committee, the Dean will formulate a 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 Emerita/Emeritus.

### ***Privileges of Rank***

Privileges associated with the rank of Professor Emeritus/Emerita (contingent on resource availability within the relevant School/College and the Faculty of Health) may include:

- Named and identified in the Dalhousie University Calendar as “Professor Emeritus/a” 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.