

Policy Name:	Retired Professor and Appointment of Professor Emerita / Emeritus		
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Chapter	013, Retired Professor and Appointment of Professor Emerita / Emeritus	Responsible Office:	Office of Academic Affairs and Research
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Policy Statement

NSCAD University values the history and traditions of academia and understands the importance of establishing and maintaining an emeritus system that upholds the original intent of the emeritus honour. As such, those involved in awarding the emeritus status must follow the requirements outlined in this policy.

Reason for Policy

The purpose of this policy is to establish the University's standard for conferring the honorary title of "Professor Emerita" or "Professor Emeritus" for retiring tenured faculty who want to continue an association with the University. Conferring the honorary title to tenured retiring faculty provides those faculty with continued academic standing and association with the University, and is important to those faculty wanting to continue research in order to access competitive research grants from funding bodies.

Policy Applies to

- The entire University

Who Should Read this Policy

- All division chairs and program directors
- All tenured faculty
- Academic Affairs Officer
- President
- Vice-President, Academic Affairs and Research
- Board of Governors

Contacts

Academic Affairs Officer, Office of Academic Affairs and Research – Submit nomination and documentation.
Executive Assistant, Office of Governance – For the final decision of the Board

Definitions

Committee on Status and Affairs: Committee as established by Article 26 of the FUNSCAD Unit 1 collective agreement. The committee consists of the Vice-President, Academic Affairs and Research; four (4) employees and one (1) alternate from amongst Librarian, Regular Full Time or Regular Pro-Rated faculty members at the rank of Librarian III, or Associate Professor or higher on a second or higher appointment, elected by Regular Full-Time and Regular Pro-Rated faculty and Librarians.

- Division:** Academic Divisions of the University are Craft, Design, Fine Arts, Division of Foundation Studies, Media Arts, Art History and Contemporary Culture
- Letter of Consideration:** A letter of consideration asks the recipient to take into account particular information or circumstances that may have a bearing on a decision to be made.
- Professor Emerita:** Refers to a woman who is retired from a tenured appointment but retains an honorary title corresponding to that held immediately before retirement.
- Professor Emeritus:** Refers to a man who is retired from a tenured appointment but retains an honorary title corresponding to that held immediately before retirement.
- Recognized Academics:** An academic from an external university who has achieved the highest academic rank and is an expert in her/his academic discipline.

The Policy

1. Principles

- 1.1. NSCAD University recognizes that any retired faculty member may continue to use her/his academic rank title modified by the suffix “(Retired)”.
- 1.2. The honorary title of Emerita or Emeritus, a much coveted academic achievement, is reserved for those academic professionals who have provided distinguished service to their institution, their profession and to the larger academic/artistic community. As such, NSCAD University will, from time to time, award the honorary title “Professor Emerita” or Professor Emeritus” to a tenured retiring faculty member who has exhibited these special and unique qualities.

2. Procedures

2.1. Evaluation Criteria for Award of the Title – Professor Emerita/Emeritus

- 2.1.1. The awarding of “emeritus” status is recognition by NSCAD University of an individual’s distinguished record of research, scholarly or creative achievements, or service.
- 2.1.2. Nominees are selected on the basis of their commitment, contribution and accomplishment.
- 2.1.3. Nominees will normally hold the rank of Full Professor, Associate Professor, Librarian III or Librarian IV or are fully retired or within six months of full retirement.
- 2.1.4. Nominees will have 20 years of service to the University
- 2.1.5. Nominees will have a reputation of professional and scholarly activity, that gives her/him national or international status, and will have served on national or international committees and boards in the appropriate discipline, and
- 2.1.6. Nominees will have scholarly or creative work which has advanced her/his discipline at the national and/or international level, or will have won scholarly or artistic awards at a national and/or international level.

2.2 Nominations

- 2.2.1 Nominations will normally be made by a regular faculty member of the nominee’s Division at the University. Nominations can also be made by other faculty members or administrators with faculty appointments at NSCAD.
- 2.2.2 All nominations of prospective candidates for the title “*Professor Emerita*” or “*Professor Emeritus*” will be made in writing to the attention of the Chair of the Committee. Normally, nominations can be made up to six months after the faculty member has retired.
- 2.2.3 Nominations should provide the following written information:

- 2.2.3.1 The name and current address of the candidate
- 2.2.3.2 An up to date curriculum vitae, professional portfolio, and other such documentation that may be helpful to the Committee
- 2.2.3.3 A brief statement outlining why the nominees should be considered for the title Professor Emerita/Emeritus, including ongoing work
- 2.2.3.4 Name and contact address of nominator (s)
- 2.2.3.5 Three letters of recommendation from three (3) recognized academics, at least one (1) external to NSCAD University.
- 2.2.3.6. The Vice-President, Academic and Research may choose to seek further letters of recommendation from other recognized academics.
- 2.2.4 Nominations shall be received by the Committee of Status and Affairs by November 1st each year for consideration by the Board of Governors the following spring.
- 2.3 Acknowledgement of Nominations
 - 2.3.1 The Chair of the Committee shall acknowledge, in writing, the receipt of each nomination.
- 2.4 Evaluation and Recommendation Procedures:
 - 2.4.1 The deliberations of the Committee shall take place in camera by February 1st for recognition to be acknowledged at Spring Convocation.
 - 2.4.2 The Committee will evaluate the proposed nomination (s) and select names deemed acceptable in compliance with the criteria adopted (Section 2.1).
 - 2.4.3 The Committee's decision is final but the retiring faculty can be re-nominated if circumstances have changed.
 - 2.4.4 The Committee will forward to the President the recommended nominees along with supporting documentation including the nominator(s) statement by March 1st.
 - 2.4.5 The President will then present the nominees to the Board of Governors for approval in camera by April 1st.
- 2.5 Approval of Recommendation
 - 2.5.1 Approval of any nominee requires majority vote of the Board members present.
 - 2.5.2 The rank of Professor Emerita/Emeritus will be awarded by the Board of Governors.
- 2.6 Acceptance and Receipt of the Title – “Professor Emerita” or Professor Emeritus”
 - 2.6.1 A Letter of Consideration will be presented to the selected candidate by the University President for acceptance or rejection.
 - 2.6.2 Normally, the title “Professor Emerita” or “Professor Emeritus” will be received by the nominee in person at the Convocation Ceremony.
- 2.7 Continued Engagement with the University
 - 2.7.1 Emerita/Emeritus appointees are encouraged to make their work visible and accessible to the students.
 - 2.7.2 Emerita/Emeritus appointees may volunteer with the university in roles such as student mentoring or assisting professors.
 - 2.7.3 Subject to priorities and availability, Emerita/Emeritus appointees will be provided with shared office or studio space and with access to support services and University facilities.

- 2.7.4 Emerita/Emeritus appointees will be provided with a NSCAD email address and the ability to use the University as a mailing address for scholarly activities.
- 2.7.5 Emerita/Emeritus appointees will have the same library privileges as regular professors.
- 2.7.6 Emerita/Emeritus appointees will have Research Coordinator support for her/his research grant proposals, and post account administrative support for any grants awarded.
- 2.7.7 Emerita/Emeritus appointees will be invited to attend NSCAD celebratory events.
- 2.7.8 Emerita/Emeritus appointees may participate as a member of the Graduate Student Thesis Committee where expertise allows.

2.8 Confidentiality

- 2.8.1 Strict confidentiality will be maintained at all times.

Forms and Tools

Collective Agreement – Article 18.06. [FUNSCAD Unit 1 Collective Agreement](#)