

## EMERITUS

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

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| <b>Category:</b>        | C. People & Culture      |
| <b>Parent Policy:</b>   | C22                      |
| <b>Approval Date:</b>   | January 15, 2024         |
| <b>Effective Date:</b>  | January 15, 2024         |
| <b>Procedure Owner:</b> | Vice President, Academic |

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| <b>Overview:</b>   |  |
| <b>Procedures:</b> | <ol style="list-style-type: none"> <li>1. The President of the Olds College Faculty Association will present to the Vice President, Academic nomination(s) for Instructor Emeritus.</li> <li>2. Nomination(s) received by the Vice President, Academic are required to include the nominee’s curriculum vitae and a letter of support from the Faculty Association outlining how the nominee meets the criteria for Instructor Emeritus status (See Appendix I).</li> <li>3. If the letter of support does not meet the criteria, the Vice President, Academic will inform the President of the Olds College Faculty Association and will provide rationale.</li> <li>4. The Vice President, Academic will review the nomination(s) and forward it with a written recommendation to the Olds College of Agriculture &amp; Technology (the “College”) President outlining how the nominee meets the criteria outlined in Appendix I.</li> <li>5. Through the President, the name(s) of the potential honoree(s) will be forwarded to the Executive Leadership Team. The President will advise the decision of the Executive Leadership Team to the Vice President, Academic and will provide a rationale if the recommendation is not supported.</li> <li>6. When approved by the Executive Leadership Team, the President will communicate with the chosen Instructor Emeritus recipient(s) to ensure that the individual(s) is/are in a position to receive this honor and to advise the benefits to the recipient as provided in Appendix II.</li> <li>7. The name(s) of the Instructor Emeritus recipient(s) will be kept embargoed until announced at the College’s staff recognition ceremony.</li> </ol> |

**Definitions:**

**Related Information:**

**Review Period:**

**Revision History:**

Appendix I  
Appendix II

3 years

New: November 2013  
Revised: December 2018  
Revised: January 2024

## APPENDIX I

Criteria for consideration of conferring Instructor Emeritus status shall include but not be limited to:

1. Excellence in Faculty Work
  - Superior faculty work demonstrated by a cumulative record of accomplishments over a period of at least fifteen (15) years of full-time or full-time equivalent service as a faculty member at the College and reflected in a curriculum vitae
  - Consistently recognized by students and peers as documented in evaluations
  - Demonstrated exemplary focus on the classroom that resulted in the engagement and inspiration of students
2. Contribution to the Discipline
  - Contributed substantively to the development of and activity in their discipline through scholarship, application of the discipline, new teaching methods, development or extension of curriculum or other professional activities
3. Contribution to the School
  - Demonstrated values that set the tone for the College community
  - Contributed to their department in a positive way such as providing leadership, sharing expertise and motivating others
  - Recognized as someone who others in the School respect, emulate and admire
  - Acted as a mentor for their peers
4. Contribution to the Community
  - Made notable contributions to the larger community of the College, industry or the community in which the individual lives and/or works by being a member on key committees, volunteering at events, supporting vital causes by committing significant amounts of personal time, etc.
  - Brought honour and esteem to the College
5. Retired for at least two (2) years, an Instructor Emeritus retains the honour unless there are serious reasons for reassessment.
6. Typically, the retired faculty member will be continually engaged with the College and active professionally in their discipline beyond retirement. However, an individual may be nominated posthumously.
7. Emeritus status will be bestowed on a limited number of retired faculty, typically no more than three (3) in every ten (10) years. The Vice President, Academic may also consider the length of time since the last retired faculty member was honoured as an Instructor Emeritus.



## APPENDIX II

There are no formal duties and there is no remuneration associated with the title of Emeritus. However, the following privileges will be provided to Instructor Emeritus:

- During the lifetime of the Instructor Emeritus, their name and designation will appear on the Olds College website
- Eligibility to serve on committees that would benefit from their knowledge and experience
- Invitation to give guest lectures or to contribute in other ways to activities and development at Olds College
- Use of a computer account with email privileges
- Faculty Library privileges, including inter-library loans
- Use of Olds College business cards with Emeritus title
- Invitations to seminars, lectures and special events, including graduation
- Parking privileges when visiting Olds College
- Other privileges at the sole discretion of the Vice President, Academic