



**BRANDON  
UNIVERSITY**

*Founded 1899*

## **Guidelines and Procedures to be used at Brandon University in connection with the Designation “Emeritus” or Emerita”**

The designation “Emeritus/Emerita” is conferred upon retired members of an academic community in recognition of service to that community exemplifying the highest traditions of teaching and scholarship. Because it is neither appropriate nor desirable that Emeritus/Emeriti status be automatically associated with the retirement of a member of a university’s academic staff, it is necessary to follow certain guidelines and procedures in the selection of those members who are to be so honoured. Brandon University has adopted the guidelines and procedures that follow:

1. The designation “Emeritus/Emerita” is honorary, carrying no remuneration.
2. Because of the desirability that Emeritus/Emerita status be conferred only upon faculty members whose contributions to the University and the society are consonant with the high levels expected of persons holding this title, a careful and objective evaluation of all candidates will be conducted by the academic community. The procedures used for this evaluation are outlined next.
3. All retiring members of the academic staff, with their prior consent, will be considered for Emeritus/Emerita status, normally in the year in which their retirement becomes effective. The Dean or Director of the academic unit involved initiates the evaluation process by notifying the appropriate Department(s) of the names of those faculty members to be considered for Emeritus/Emerita status. The Department (or in the case of the School of Music, the Academic Committee will act as a department) prepares appropriate dossiers and forwards these, with recommendations, to the Faculty (or School) Council, which, in turn, forwards the dossiers, the Department recommendation, and the Council’s own recommendation to the Senate, for consideration. If the Senate agrees that Emeritus/Emerita status should be granted, a request so indicating will be forwarded by the Chairman of the Senate to the University’s Board of Governors. (If the Senate does not recommend Emeritus/Emerita status, no further consideration of the case is undertaken, and no recommendation is transmitted to the Board of Governors.)

In the case of faculty members holding joint appointments in more than one academic unit, each Dean or Director having administrative responsibility for the units in which the joint appointment is held, will initiate, independently, the Emeritus/Emerita consideration process.

### **Privileges of Retired Faculty Members Designated as “Emeritus/Emerita”**

1. The unrestricted right to associate himself or herself with the University as would any other member of the faculty. Such association shall carry responsibilities appropriate to the association.
2. Access to the University Library and its services.
3. Where possible, access to secretarial services.
4. Listing in the University Calendar.
5. Where possible, access to office and laboratory facilities.
6. Access to University research funds through the normal application processes.
7. Eligibility for appointment or election to University committees, in an advisory or consultative capacity.

### **Criteria to be Considered in the Designation of a Faculty Member as "EMERITUS/EMERITA"**

1. Normally, the retiring faculty member would have served Brandon University, in a full-time appointment, for a period of at least 10 years.
2. The faculty member's teaching qualifications and performance shall have been developed to, and maintained at, a high level throughout the period of service.
3. The faculty member's contribution to the academic community through service on University as well as extramural committees, commissions, and panels, shall have been maintained over a substantial period. Service in Departmental Chairmanships and other appointments that contribute to the advancement of the objectives of the University are important components of this criterion.
4. The faculty member's contributions to scholarship through publication, performance, exhibitions, curriculum and course development, and research, shall have been developed to, and maintained at, a high level throughout the period of service.
5. The faculty member should have a strong commitment to, and continued involvement, in at least some of the activities listed in items 2, 3, and 4, albeit at a reduced intensity.

**Approved by Senate October 28, 1980**