

Policy Title: Emeritus Faculty Appointments
Policy Approver: Senate
Policy Holder: Senate
Category: Academic
Original Date: May 2011
Last Revised: March 2015
Next Review: March 2018

Policy Statement

Yukon University is committed to the strategic goal of ensuring quality to attract and retain students. The emeritus/emmerita designation is intended to recognize outstanding, distinguished contributions or service of a retired individual to life of Yukon University, normally for a minimum period of 10 years prior to retirement, or 5 years for a chancellor or president. It establishes a relationship which is both symbolic and active.

This policy is established to define the process and terms for appointment of emeritus faculty at Yukon University.

Approval Statement

With the consent of the Senior Executive Committee and approval of the President of Yukon College, this policy is hereby deemed in effect the 25th day of March, 2015.

Karen Barnes

March 25, 2015

President, Yukon College

Date

1. Purpose

1.01 Rationale

The emeritus/emerita appointment recognizes distinguished performance of an employee, honours the employee's standing of high regard in the eyes of peers and colleagues and anticipates the continuation of the employee's contributions to Yukon University past the retirement of the individual.

Appointments are normally for 10 years, with renewal possible.

Appointments may be terminated by Senate if the individual's behaviour or actions bring disrepute to Yukon University.

1.02 Criteria

To be nominated, individuals must:

- Have demonstrated exemplary and significant contributions to Yukon University
- Normally have a minimum of ten years' service before retirement
- Be nominated within two years of retirement
- Hold an active appointment at Yukon University at the time of retirement.

Individuals may be nominated under the following categories:

a. Professor Emeritus/a

- i. Demonstrated teaching excellence
- ii. Contributions to one's field through scholarship, creativity, leadership
- iii. Contributions to the community at large.

Given the evolving nature of the definitions of faculty/instructional staff, Yukon University Senate will consider each nomination on a case by case basis.

b. Educator/administrator emeritus/a

- i. Will not be receiving a professor emeritus/a award
- ii. Combined years of service of a minimum of 10 years
- iii. Demonstrated administrative excellence through innovation, awards, peer evaluations, externally recognized achievements and projects
- iv. Contribution to one's field through scholarship, creativity and/or leadership within YukonU and the larger community

- v. Contributions to the community at large.
- c. Chancellor/president emeritus/a
 - i. At least five years' service in the role or four years for the Chancellor
 - ii. Outstanding contribution to the University and the community at large
 - iii. Has gone beyond the expectations of the position description during their tenure.

1.03 Nominations

Any member of the University community may nominate an individual. The nomination must be signed by at least one other individual currently employed at Yukon University and contain the following:

- i. Rationale for the nomination
- ii. Evidence of achievements within the University and the community
- iii. At least three letters, including one from a community member (if appropriate) outlining the contributions and/or achievements of the individual
- iv. Listing of publications, presentations and/or awards
- v. A statement from the individual stating their intent for continuing association with Yukon University (scholarship, teaching, committee work, etc.)
- vi. Up to date CV of the individual nominated.

The nomination shall be submitted to the chair of Senate three months prior to the date of convocation. Nominations shall be considered *in camera*.

1.04 Awards

Emeritus/a awards will be given on an annual basis at convocation. If there are no nominations, or the committee does not approve the award to a nominee, no award shall be given in that year.

Emeritus/a status shall be for a 10-year period, which is renewable. The award may be revoked by Senate should the individual bring disrepute to Yukon University.

Should an individual wish to renew an emeritus/a appointment, he or she must inform Senate in writing six months prior to the end of the initial appointment, stating the rationale for renewal. Senate shall consider the renewal and notify the individual of the decision in writing prior to the expiry of the original appointment.

1.05 Benefits to the individual

Benefits and honours, subject to availability and appropriate resources, may include:

- i. Publication of their name in the University calendar and other information or promotional materials as appropriate
- ii. Eligibility to apply for grants under the auspices of Yukon University
- iii. Access to library, computing, athletic, recreational, and other facilities in the University on the same basis as regular members of faculty and will be responsible for any charges associated with these privileges.
- iv. Yukon University email address and computing account
- v. Invitations to University events, including convocation
- vi. Teaching *one* course per year, if desired, as a sessional instructor
- vii. Participation in meetings at the school/divisional level, as appropriate, at the invitation of the dean
- viii. Participation in special projects and/or committees, as appropriate, at the invitation of the University
- ix. Yukon University business cards with the emeritus/a designation.

Note that there is no remuneration of any of the above activities, *other than teaching a course as a sessional instructor*. Emeritus appointments will be considered as volunteers of Yukon University for the coverage of liability insurance. Emeritus/a award recipients are not entitled to office space or telephones.

1.06 Responsibilities of Emeritus Appointees

Emeriti who use their association with Yukon University for the purpose of external applications for research funding will recognize that such funds must be administered by Yukon University and the use of such funds will be governed by Yukon University policies and procedures.

Emeritus appointees will not use their status at Yukon University to promote personal business purposes.

With the approval of the VP Research, emeritus appointees may co-operate with regular academic faculty in the supervision of the research of Honours or Graduate students.

2. Governing Legislation and Relevant Documents

Yukon University Act

Board of Governors Policy #3: Yukon University President Responsibilities

3. Scope

This policy applies to all members of the University Community.

4. Definitions

See Appendix A for a list of terms and definitions used in this policy.

5. Procedures

Yukon University is committed to ensuring the recognition of the outstanding contributions of employees to the success of the institution.

6. Problem Solving

Any questions or concerns arising out of the intent, content, implementation, or application of this policy should be reported to Senate by completing and submitting a briefing note. See Appendix B – Briefing Note Template.

Where a concern or dispute arises from a decision made as a result of enforcing this policy, the President's Office should be notified as soon as possible after the decision has been made. In such cases the President's Office will advise the concerned individual(s) of the appropriate appeal process to follow under the circumstances.

7. Other Related and/or Accompanying Documents

Briefing Note Template

Appendix A – Definition of Terms

Appendix B – Briefing Note Template

Addendum A - Policy Communication Checklist

APPENDIX A – DEFINITION OF TERMS:

Senate: The council of elected and appointed representatives of Yukon University who oversee all academic matters.

Educator/Administrator Emeritus/a: An individual who has held the position of Dean, Director, Registrar or Vice-President at Yukon University.

Policy Holder: A member of staff (normally senior management) with responsibility for an administrative or operational policy.

President/Chancellor Emeritus/a: An individual who has served at least one full five year term as President of Yukon University or has been appointed Chancellor for four years and been given this award.

Professor Emeritus/a: An individual who has held a permanent instructor's position at Yukon University and been given this award.

Senior Executive Committee: Those individuals holding the rank of Vice-President, Dean, Director or Registrar.

APPENDIX B – BRIEFING NOTE TEMPLATE:

Meeting	Senate	Date	
Agenda Item			
Purpose	Discussion	Decision	Information
Prepared by		Approved by	

Strategic Direction:

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Issue:

Background:

Risk Management:

Recommendation

Addendum A - Policy Communication Checklist

Policy Name: Emeritus Faculty Appointments
 Number: AP-01
 Submitted by: Deb Bartlette

List those consulted with in preparation of this policy:

Name	Department	Date
D. Bartlette	VPA&SS	2012-2015
*Note: this policy was initially developed in 2012 after extensive review of other emeriti policies and consultation with deans at YC.		

The order for communication and/or consultation for a new or revised policy is as follows:

1. SEC – initial review and recommendations from SEC membership;
2. Identified stakeholders within Yukon College in order of priority – see below;
3. SEC – to be briefed on any issues arising out of stakeholder consultations;
4. Staff – SEC members to bring policy to their staff for feedback (*SEC member introducing this policy is responsible for sending to SEC, requesting that it be circulated to their staff for feedback*);
5. SEC – final draft supported by SEC membership and approved by the President.

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

Body	Communication Planned	Completed	Comments
SEC			
Student Union	NA		
Employee's Union	Y		
Occupational Health and Safety	NA		
Academic Council	Y	Fall 2012	Approved with changes as suggested by AC
Board or a Board subcommittee	NA		
<i>Other</i>			
SEC for Final Review	Yes	January 2015	