

<b>Procedures:</b>	<b>Emeriti Appointments</b>
Associated Policy:	Emeriti Appointments, AP 1.0
Procedure Holder:	Senate
Executive Lead:	Vice-President, Academic and Provost
Original Date:	May 2011
Last Revised:	April 2023
Next Review:	October 2027

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## 1. Purpose and Background

These procedures are established to define the process for nominating and awarding faculty emeritus appointees at Yukon University.

## 2. Guiding Principles

1. To be nominated for an Emeriti appointment, individuals must:
  - a. Have demonstrated exemplary and significant contributions to Yukon University in their area(s) of expertise;
  - b. Be nominated within two years of retirement; and
  - c. Hold an active appointment at Yukon University at the time of retirement.
2. Emeriti appointments are for life.
3. Emeriti appointments may be terminated by Senate if the individual's behaviour or actions bring Yukon University into disrepute.

## 3. Definitions

Emeriti: an honorary title, which may be granted to retired faculty members who have given distinguished service to the institution.

## 4. Procedures

### 4.1 Nomination Process

Any member of the Yukon University community may nominate an eligible faculty member.

The nomination must be signed by at least one other individual currently employed at Yukon University and contain the following:

- a. The rationale for the nomination;

- b. Evidence of the nominee’s achievements within the University and/or the community;
- c. At least three letters, including one from a community member (if appropriate), outlining the contributions and/or achievements of the nominee;
- d. Listing of publications, presentations and/or awards;
- e. A statement from the nominee expressing their intent in continuing their association with Yukon University (e.g., through scholarship, teaching, committees, project work, etc.); and
- f. An up-to-date CV of the nominee.

The nomination shall be submitted to the co-chairs of Senate three months prior to the date of convocation.

#### 4.2 Award Process

The criteria for confirming or denying a nomination shall be:

- The length of the nominees’ service at Yukon University. Nominees must have no less than 10 continuous years of service as a member of the faculty.
- Distinguished service or scholarship as demonstrated by:
  - o Awards or formal recognition of administrative, teaching, research, scholarly or artistic activities at the University.
  - o Publications, presentations and/or receipt of grants from external agencies.
  - o Comments and/or evaluations by students and assessment by peers.
  - o Documented record of service to the University, their area of expertise or the Yukon community at large.
  - o Advancing Yukon First Nations’ knowledge, worldviews, cultural and traditional practices within the University.
  - o A written review of the nominee by the Dean of the nominee’s faculty.

The Senate may delegate some or all of the below procedures to one of its subcommittees. If some or all authority is delegated to a subcommittee, the recommendation of that subcommittee must be voted on by the Senate. Decisions will be made by consensus.

Nominations for emeriti appointments shall be considered by the Senate or its designate *in camera*.

The Vice-President, Academic and Provost notifies award recipients in writing; notification should include a summary of the benefits and obligations attending the award.

Emeriti appointments will be awarded on an annual basis at convocation. If there are no nominations, or Senate does not approve the award to a nominee, no award shall be given in that year.

Senate decisions to decline nominations are not appealable.

### **4.3 Benefits of Emeriti Appointments**

Benefits and honours of emeriti appointments, subject to availability and appropriate resources, are as follows:

- a. Publication of their name in appropriate University communications and promotional materials;
- b. At the discretion of the Provost, apply for grants under the auspices of Yukon University;
- c. Access to library, computing, athletic, recreational, and other public facilities in the University on the same basis as regular members of faculty;
- d. Yukon University email address and computing account;
- e. Invitations to University events, including convocation;
- f. Participation in meetings at the school/faculty level, as appropriate, at the invitation of the dean;
- g. Participation in special projects and/or committees, as appropriate, at the invitation of the University; and/or
- h. Yukon University business cards with the Emeriti designation; subject to approval by the dean.

Emeriti appointees receive no remuneration for any of the above activities.

Emeriti appointments will be considered as volunteers of Yukon University for the coverage of liability insurance.

#### 4.4 Responsibilities of Emeriti Appointments

Emeriti appointees will be responsible for any fees associated with benefits under 4.3(c).

Emeriti appointees 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.

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

With the approval of the AVP Research, emeriti appointees may co-operate with regular academic faculty in the supervision of the research of honours or graduate students.

#### 4.5 Revoking Emeriti Appointments

In rare circumstances, emeriti appointments may be revoked by Senate if it is demonstrated that continued association with the appointee will bring the University into disrepute.

If a member of the Yukon University community believes there is a compelling reason to revoke an emeriti appointment, they should raise this concern confidentially, in writing, with the Vice-President, Academic and Provost and/or the co-chairs of Senate, who will bring the matter to Senate in an *in-camera* session.

Senate will evaluate the merits of the concern and render a decision to revoke or affirm the appointment.

If an emeriti appointment is revoked, the decision and supporting rationale must be communicated to the appointee, in writing, within two weeks of the Senate meeting at which the decision to revoke was made.

Decisions to revoke are not appealable.

### 5. Exceptions to the Procedures

N/A

**6. Problem Solving**

Any questions arising out of the content or communication of this policy should be first reported to the Vice-President, Academic and Provost, who will endeavor to find a resolution with all stakeholders. Failing such a resolution, the matter should be reported to the President and Vice-Chancellor.

**7. Forms**

N/A

**8. Appendices**

N/A

**9. Document History**

Include all updates here, including housekeeping changes, beginning with formal approval.

<i>Date</i>	<i>Update</i>
Fall 2021	Procedures separated out from policy document, expanded, and submitted for review approval to Internal Academic Governance Committee and Senate
May 2011	Procedures first developed and approved by Senior Executive Committee of Yukon College