

Policy and Procedures Manual



Policy	#1-18
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Administrator Responsible:	Vice President, Education

EMERITUS RECOGNITION

POLICY STATEMENT

North Island College establishes the designation of Emeritus to recognize the outstanding service of retired employees to the college and the broader educational community.

PURPOSE STATEMENT

North Island College may award the designation of Emeritus, to retired North Island College faculty, support staff, and administrators with a demonstrated record of outstanding work and service to North Island College. The Emeritus designation provides opportunity for selected individuals to continue their involvement in College activities. The Emeritus designation is honorific in nature and does not carry with it remuneration, formal duties, or rights.

PRINCIPLES

1. North Island College may bestow the title of Emeritus to a retired faculty, support staff, or administrative member who has:
 - a. Provided a minimum of 10 years’ service to the College as an employee; and,
 - b. exhibited at least one of the following:
 - Demonstrated excellence in teaching, professional practice, scholarly activity and research, or service;
 - Demonstrated outstanding contribution to the college community;
 - Made significant and recognized contributions to the broader educational, professional, and service community over his/her lifetime; and
 - Made significant and recognized contributions to the development and success of students.

2. Emeritus designees must be willing and able to continue their affiliation with the College.
3. North Island College may bestow privileges to those designated with the Emeritus title. Privileges will be detailed in the procedures attached to this policy.
4. Emeritus designees are governed by the policies and procedures of the college.
5. Emeritus designation serves at the discretion of the President.

Guidelines:

1. On an annual basis, the college will seek from its employees nominations for the Emeritus designation.
2. The college will establish an Emeritus Selection Committee to set the process and procedures for the nomination process. The Emeritus Selection Committee will make recommendations to the Senior Leadership Team who will in turn, make recommendations to the President.
3. The President has the final authority to designate retired or retiring employees with the Emeritus designation.

Limitations:

This policy applies only to former employees of North Island College.

Procedures:

Procedures to this policy will be attached as Appendix A.

Appendix A Procedures

1. Under the direction of the Vice President, Learning and Students, the College will strike an Emeritus Selection committee. The Committee will normally be comprised of representation across the college as follows: 1-2 Exempt staff, 2-3 Faculty, 2-3 Support, (maximum total of 8). Quorum will be set with 4 attendees (including Chair) with a minimum of 1 representative from at least two of the three employee groups (Exempt, Faculty, Support).

In selecting Committee members, the Chair will strive to have membership made up of recent hires as well as those who have served the college for many years. Preference will be to have an instructional dean serve as one of the Exempt staff.

2. The chair of the Emeritus Selection committee shall seek recommendations from Administration, NICFA for faculty representatives and from CUPE for support staff representatives. The authority to appoint members to the Emeritus Selection committee rests with the chair.

The Emeritus Selection committee shall establish criteria for the Emeritus designation based on the principles of this policy.

3. The Emeritus Selection committee will normally seek nominations for Emeritus designation on an annual basis, during the fall semester.
4. Any North Island College employee may nominate another employee for the Emeritus designation. Nominations must be supported by two other members of the nominee's employee group, for a total of three nominations.
5. Nominees for the Emeritus designation must accept their nomination and in doing so agree to continue their affiliation with the College as per this policy.
6. Nominations must be in writing and include the following information:
 - a. Name of candidate;
 - b. A curriculum vitae and/or other documentation demonstrating the individual's contributions to the college community and/or broader academic community;
 - c. A statement outlining why the nominee should be considered for the title of Emeritus (500 word maximum);
 - d. Name and contact information of nominator;
 - e. Signatories of the supporting employees; and
 - f. Signature of the nominee accepting the nomination.

Nominations with insufficient information will not be considered by the Committee.

7. Deliberations of the committee shall take place in camera. The nominations will be judged based on the criteria established by the Committee. All details around nominations, including number and names of candidates, will be kept confidential.
8. The Committee will make its recommendations to the Senior Leadership Team (SLT) who will in turn make recommendations to the President.
9. The President will review the recommendations of the Committee and will inform the chair of the Emeritus Selection Committee of the decision. The decision of the President will be final. The President will write a letter confirming the appointment. The Board of Governors will be advised of Emeritus designations by the President.
10. The Chair of the Emeritus Selection Committee will inform the committee and Human Resources of the decision.
11. College and Community Relations is responsible for communication to the internal and external communities regarding Emeritus designations.
12. Human Resources is responsible for liaison with former employees given Emeritus designation and for arranging any privileges that may come with the designation.

Emeritus Honours/Privileges

In addition to the privileges granted to retired personnel through Collective Agreements as negotiated from time-to-time, and through College Policies and Procedures, those with Emeritus designation may receive the following privileges:

1. Use of name in College publications and other communication devices as appropriate;
2. Opportunities to remain engaged in such College activities as mentorship, scholarship, and strategic planning, and participation in the processional at graduation;
3. MyNIC portal access to newsletters, announcements, information on lectures, seminars, social functions, graduation and events;
4. Opportunity to submit research grant applications for review and approval by the VP, Strategic Initiatives and SLT;

5. Access to College facilities, classroom and work space to support research and service, depending on availability and resource demands and as approved by the department chair/dean/director/designate. In no case will a person with Emeritus designation have priority over a faculty or staff for space or facilities. Privileges do not include access to or use of campus supplies;
6. Library privileges, including interlibrary loans and access to research databases;
7. Computer account with email address;
8. One set of business cards indicating Emeritus status and title, without charge. Further sets will be provided at cost;
9. Use of letterhead and envelopes for College-related activities;
10. Use of the college mailing address and mailing privileges for scholarly and/or approved business purposes;
11. Photocopy and printing privileges for College-related activities.

These honours and privileges may be renewed annually, amended or discontinued as determined by the College. If changes occur, every attempt will be made to give prior notice to the individuals.