



<b>Policy</b>	<b>#1-18</b>
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<b>Administrator Responsible:</b>	<b>Executive VP Academic &amp; COO</b>

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## **FACULTY EMERITUS RECOGNITION**

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### **POLICY STATEMENT**

North Island College (NIC) establishes the designation of Emeritus to recognize the outstanding service of former faculty to the college and the broader community.

### **PURPOSE STATEMENT**

NIC may award the designation of Emeritus to former NIC faculty with a demonstrated record of outstanding work and service to the college and the broader community. The Emeritus designation provides opportunity for selected individuals to continue their involvement in college activities. The Emeritus designation is honourific in nature and does not carry with it remuneration, formal duties, or rights.

### **PRINCIPLES**

1. NIC may bestow the title of Emeritus to a former faculty member who has:
  - a) provided a minimum of 10 years service to the college as an employee and
  - b) demonstrated one or more of the following:
    - excellence in teaching, professional practice, scholarly activity and research and service;
    - outstanding contribution to the college community;
    - significant and recognized contributions to the broader educational, professional, and/or service community over their lifetime; and
    - 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. NIC may bestow privileges to those designated with the Emeritus title as detailed in the Procedures.
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 nominations from the college community for the Emeritus designation.
2. The college will establish an Emeritus Selection Committee to set the process and procedures for the nomination process. The 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 former faculty with the Emeritus designation.

**LIMITATIONS:**

This policy applies only to former faculty of NIC.

**PROCEDURES:**

Procedures to this policy will be attached as Appendix A.

## APPENDIX A

### Procedures

1. Under the direction of the Executive Vice President, Academic & Chief Operating Officer, the college will strike an Emeritus Selection Committee. The Committee will normally be comprised of representation from the college as follows: 1-2 Exempt staff and 3-4 Faculty (maximum total of 6). Quorum will be set with 4 attendees (including Chair) with a minimum of 1 representative from each of the two employee groups (Exempt and Faculty).
2. The Chair of the Committee shall seek recommendations from NICFA for faculty representatives. The authority to appoint members to the Committee rests with the Chair.
3. The Committee shall establish criteria for the Emeritus designation based on the principles of this policy.
4. The Committee will normally seek nominations for Emeritus designation on an annual basis, during the fall term.
5. Any member of the college community may nominate a faculty member for the Emeritus designation. Nominations must be supported by a minimum of two additional college community members, for a total of three members advancing the nomination.
6. An individual must have provided a minimum of 10 years of service to the college as faculty and retired prior to August 31 of the previous year to qualify as a nominee for Emeritus designation. Also, the individual must be in good standing on the date of retirement or resignation from the college.
7. 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.
8. Nominations must be in writing and include the following information:
  - a) Name of nominee;
  - b) Name, contact information and signatures of nominator and supporting college community members;
  - c) Signature of the nominee accepting the nomination;
  - d) A statement outlining why the nominee should be considered for the title of Emeritus;
  - e) A description of the nominee's expected ongoing contribution to the college; and
  - f) A curriculum vitae and/or other documentation demonstrating the nominee's contributions to the college and broader communityNominations with insufficient information will not be considered by the Committee.
9. 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 nominees, will be kept confidential.
10. The Committee will make its recommendations to the Senior Leadership Team (SLT) who will in turn make recommendations to the President.

11. The President will review the recommendations of the Committee and will make a decision which will be final. The President will write a letter confirming the appointment and advise the Board of Governors of the Emeritus designations.
12. The Chair will inform the Committee and Human Resources of the President's decision.
13. Marketing and Communications is responsible for communication to the internal and external communities regarding the Emeritus designations.
14. Human Resources is responsible for liaison with former employees given the Emeritus designation and for arranging any privileges that may come with it.

### **Emeritus Privileges**

In addition to the privileges granted to former faculty through the collective agreement and through college policies and procedures, those with the 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 and email access;
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 workspace 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. One set of business cards indicating Emeritus status and title, without charge. Further sets will be provided at cost;
8. Use of letterhead and envelopes for college-related activities;
9. Use of the college mailing address and mailing privileges for scholarly and/or approved business purposes;
10. Photocopy and printing privileges for college-related activities.

These privileges may be reviewed annually, amended or discontinued as determined by the college. If changes occur, every attempt will be made to give prior notice.