

POLICY



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| CATEGORY | Administrative | |
| SUBJECT | Emeritus | |
| POLICY NUMBER | C22 | |
| CROSS REFERENCE | | |
| COLLEGE LEADERSHIP TEAM | | ACADEMIC COUNCIL |
| February 21, 2019 | | |
| POLICY STATEMENT | | |
| <p>Olds College is committed to appropriately acknowledging retired faculty members who have demonstrated extraordinary service to the institution, to their discipline, and who typically continue to be active professionally in their discipline beyond retirement.</p> | | |
| DEFINITIONS | | |
| <p></p> | | |
| GUIDELINES | | |
| <p>As recognition for distinguished service, the title of Instructor Emeritus is not bestowed automatically.</p> <p>The title of Instructor Emeritus is honorary and will be conferred on highly accomplished and recognized retired instructors who have made significant contribution and provided at least fifteen (15) years of service at Olds College.</p> <p>Instructor Emeritus will retain their title and will continue to actively act as ambassadors of Olds College.</p> <p>The President of the Olds College Faculty Association will recommend to the Vice President, Academic the name(s) of individual(s) for consideration as Instructor Emeritus.</p> <p>The Vice President, Academic will evaluate the recommendation in accordance with the criteria outlined in the Emeritus Procedures. The Vice President will forward a recommendation to the President, Olds College, when appropriate.</p> <p>Through the President, the Executive Leadership Team will evaluate the merits of the recommendation.</p> <p>The Executive Leadership Team may confer Instructor Emeritus status to individual(s) who are identified as deserving of acknowledgement for their contribution(s).</p> | | |
| IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY | | |
| VICE PRESIDENT Responsible for: | Academics | |
| REVIEW PERIOD: | This policy will be reviewed every five (5) years. | |

PROCEDURE



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| SUBJECT AND POLICY NUMBER: | C22 Emeritus |
| VICE PRESIDENT Sign Off Date: | December 17, 2018 |

1. The President of the Olds College Faculty Association will present to the Vice President, Academic nomination(s) for Instructor Emeritus.
2. Nomination(s) received by the Vice President, Academic are required to include the nominee's curriculum vitae and a letter of support from the Faculty Association outlining how the nominee meets the criteria for Instructor Emeritus status.
3. If the letter of support does not meet the criteria, the Vice President Academic will inform the President of the Olds College Faculty Association and will provide rationale.
4. The Vice President, Academic will review the nomination(s) and forward it with a written recommendation to the President outlining how the nominee meets the criteria outlined in Appendix I.
5. Through the President, the name(s) of the potential honoree(s) will be forwarded to the Executive Leadership Team. The President will advise the decision of the Executive Leadership Team to the Vice President, Academic and will provide a rationale if the recommendation is not supported.
6. When approved by the Executive Leadership Team, the President will communicate with the chosen Instructor Emeritus recipient(s) to ensure that the individual(s) is/are in a position to receive this honor and to advise the benefits to the recipient as provided in Appendix II.
7. The name(s) of the Instructor Emeritus recipient(s) will be kept embargoed until announced at the College's recognition ceremony.

APPENDIX A

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| SUBJECT AND POLICY NUMBER: | C22 Emeritus |
| VICE PRESIDENT Sign Off Date: | December 17, 2018 |

Criteria for consideration of conferring Instructor Emeritus status shall include but not be limited to:

1. Excellence in Faculty Work
 - Superior faculty work demonstrated by a cumulative record of accomplishments over a period of at least fifteen (15) years of full-time or full-time equivalent service as a faculty member at the College and reflected in a curriculum vitae
 - Consistently recognized by students and peers as documented in evaluations
 - Demonstrated exemplary focus on the classroom that resulted in the engagement and inspiration of students
2. Contribution to the Discipline
 - Contributed substantively to the development of and activity in his/her discipline through scholarship, application of the discipline, new teaching methods, development or extension of curriculum, or other professional activities
3. Contribution to the School
 - Demonstrated values that set the tone for the College community
 - Contributed to his/her department in a positive way such as providing leadership, sharing expertise, and motivating others
 - Recognized as someone who others in the School respect, emulate and admire
 - Acted as a mentor for his/her peers
4. Contribution to the Community
 - Made notable contributions to the larger community of the College, industry, or the community in which the individual lives and/or works by being a member on key committees, volunteering at events, supporting vital causes by committing significant amounts of personal time, etc.
 - Brought honour and esteem to the College
5. Retired for at least two (2) years, an Instructor Emeritus retains the honour unless there are serious reasons for reassessment.
6. Typically, the retired faculty member will be continually engaged with the College and active professionally in their discipline beyond retirement. However, an individual may be nominated posthumously.
7. Emeritus status will be bestowed on a limited number of retired faculty, typically no more than three (3) in every ten (10) years. The Vice President, Academic may also consider the length of time since the last retired faculty member was honoured as an Instructor Emeritus.

APPENDIX B

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There are no formal duties and there is no remuneration associated with the title of Emeritus. However, the following privileges will be provided to Instructor Emeritus:

- During the lifetime of the Instructor Emeritus, his/her name and designation will appear in the Olds College Calendar
- Eligibility to serve on committees that would benefit from their knowledge and experience
- Invitation to give guest lectures or to contribute in other ways to activities and development at Olds College
- Use of a computer account with email privileges
- Faculty Library privileges, including inter-library loans
- Use of Olds College business cards with Emeritus title
- Invitations to seminars, lectures, and special events, including graduation
- Parking privileges when visiting Olds College
- Other privileges at the sole discretion of the Vice President, Academic