The title of “Professor Emerita/Emeritus” or “Associate Professor Emerita/Emeritus” recognizes and honours meritorious service to the OCAD University by an individual professor who is retiring from the university. Nominees must meet the eligibility criteria for the award. It is a title that is taken seriously and one that recognizes the value the individual has contributed due to her/his record of outstanding teaching and distinguished research and/or creative professional activity.

Faculty members may be nominated by the Dean of Faculty for the title "Professor Emerita/Emeritus" or “Associate Professor Emerita/Emeritus” at the date of retirement provided that they:

a. are tenured and have attained the rank of professor or associate professor;

b. have at least 10 years of full-time service at the OCAD University;

The title of “Professor Emerita/Emeritus” or “Associate Professor Emerita/Emeritus” is honorific in nature and does not assume any employment or research relationship between OCAD University and the “Professor Emerita/Emeritus” or “Associate Professor Emerita/Emeritus.”

Individuals who are re-appointed to a post-retirement position, whether full time or part-time, are eligible to hold the title “Professor Emerita/Emeritus” or “Associate Professor Emerita/Emeritus”.

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Nomination and Adjudication Processes

By December 15 of each academic year, the Dean of Faculty may recommend to the Vice-President, Academic the names of eligible faculty who have retired or are due to retire or early retire in the forthcoming academic year (beginning July 1) and who wish to have “Professor Emerita/Emeritus” or “Associate Professor Emerita/Emeritus” status.

Step 1. The Dean shall identify eligible faculty who may be appointed as Professor or Associate Professor Emerita/Emeritus, normally no later than December 15.

Step 2. A completed Nomination for Appointment application, including an up-to-date curriculum vitae in the format of OCGS or as required by the University Peer Review Committee and the names of 3 – 5 external referees should be forwarded via the Dean to the Vice-President, Academic by February 1.

Step 3. The University Peer Review Committee will assess the nominations submitted and forward its recommendations to the Senate Executive Committee for final approval.

The Vice-President, Academic solicits letters from external referees selected by the Committee.

The Committee will review the Nomination dossier and confidential letters from at least three external referees who have commented on the merit of the nomination.

The Committee will make its recommendations no later than April 1st and in any event in time for approval by the Senate Executive Committee at its April meeting.
Step 4. The award of “Professor Emerita/Emeritus” or “Associate Professor Emerita/Emeritus” will be reported for information to the Board of Governors.

Step 5. Newly appointed emerita/emeritus professors will receive a letter from the President advising them of their status, normally no later than May 1st.

Step 6. Human Resources will update the individual's status in HRIS.

Step 7. The names of all “Professors Emeritae/Emeriti” will be published in the OCAD University Academic Calendar and on the OCAD University website.

Nomination for Appointment as “Professor Emerita/Emeritus” or “Associate Professor Emerita/Emeritus”

The Nomination should include the following:

(i) a summary of the nominee’s academic career, with specific reference to the nominee’s outstanding contribution to the institution and distinguished research and/or creative professional activity with the university,

(ii) and the names and contact information of 3 – 5 potential external referees, determined in consultation between the Dean and the Candidate.

More specifically, nominations for “Professor Emerita/Emeritus” or “Associate Professor Emerita/Emeritus” should demonstrate the nominee’s scholarly and/or creative achievement through sustained publication, exhibitions, professional practice, and/or other recognized and accepted demonstrations of sustained authoritative contributions to scholarship and creative activity. Such achievement may be measured by the following criteria:
i) sustained and continuing contributions to the field or fields of scholarship involved;
ii) excellence in research and creative activity;
iii) a major positive impact on the discipline or field of study involved;
iv) the body of work is recognized within and appreciated beyond the University; and
v) the nominee will have an international reputation in the field of study involved.