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|  | <b>Policy on Emerit Status</b>     |  |
| <b>CATEGORY:</b> Senate Policy  | <b>APPROVAL DATE:</b> May 25, 2022 |  |
| <b>EFFECTIVE DATE:</b> June 1, 2022   | <b>REVIEW DATE:</b> June 1, 2027   |  |
| <b>APPROVAL:</b> Senate   |                                    |  |
| <b>SPONSOR:</b> Vice-President, Academic & Provost                                |                                    |  |
| <b>CONTACT:</b> Office of the Vice-President Academic & Provost                   |                                    |  |
| <b>PREVIOUS VERSIONS:</b> December 1, 2014; March 1, 2018; November 30, 2020      |                                    |  |

## 1. POLICY

This policy replaces any previous OCAD University policy for “Professor Emerita/Emeritus” and “Associate Professor Emerita/Emeritus” Status.

After normal or early retirement, members of the OCAD University [OCAD U] faculty who have held the rank of Professor or Associate Professor and permanent Librarians, may be granted the honorary status of Emerit<sup>1</sup> appropriate to their rank and appointment at retirement, with attendant rights, privileges and responsibilities as outlined below.

## 2. ELIGIBILITY

### Automatic conferral

Normally the title may be conferred on all Tenured or Continuing faculty retiring with the rank of Professor, and who have served OCAD U for a minimum of 10 years.

### Exceptional Cases

In exceptional cases, where a retiring Tenured or Continuing faculty member does not meet the length of service requirement or is retiring with the rank of Associate Professor, or had a non-renewal of contract, the Dean may make a recommendation through the Vice- President, Academic and Provost to the Senate Executive Committee for the conferment of the appropriate designation. So awarded, a retiring Professor will receive the designation “Professor Emerita/Emeritus/Emerit” and a retiring Associate Professor will receive the designation “Associate Professor Emerita/Emeritus/Emerit”.

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<sup>1</sup> Honorees may choose to be styled Emerita, Emeritus, or Emerit; see below under 3) Process.

The University Librarian may also make a recommendation through the Vice-President Academic and Provost to the Senate Executive Committee for the conferment of the designation “Librarian Emerita/Emeritus/Emerit” upon the retirement of permanent librarians who have served OCAD U for a minimum of 10 years.

### **3. PROCESS**

#### **Automatic Conferral**

By May 1 each year, the Vice-President, Academic and Provost shall identify those retiring faculty who are eligible and, subject to their written agreement, recommend to the Senate Executive Committee that the Emerita/Emeritus/Emerit designation be conferred upon them. The honorees may choose which designation they prefer. Senate shall confer the status with appropriate notification of the designation to the recipient and to the University community.

#### **Exceptional Cases**

Retiring Tenured or Continuing faculty who do not automatically qualify for Emerit status and who meet the Exceptional Cases eligibility may apply in writing under the Exceptional Cases provision to the Dean of Faculty.

Retiring librarians who meet the Exceptional Cases eligibility may apply in writing under the Exceptional Cases provision to the University Librarian.

All applications made under the Exceptional Cases provision should be received by the Dean of Faculty or University Library by April 1 to be considered for the award.

The application should include:

- a. A letter of application, which includes a summary of the applicant’s academic career, with specific reference to the applicant’s outstanding contribution to the institution and distinguished teaching, research and/or creative professional activity with the university);
- b. An up-to-date curriculum vitae;
- c. Other optional supporting documentation, including teaching evaluations, letters of reference, which demonstrate the applicant’s scholarly and/or creative achievement through sustained publication, exhibitions, professional practice, and/or other recognized and accepted demonstrations of sustained authoritative contributions to teaching, scholarship and creative activity.

The Dean or University Librarian will consider the application and determine if an exceptional case has been made. By May 1 the Dean or University Librarian will make their recommendation in writing to the Vice-President, Academic and Provost.

Each year, the Vice-President, Academic and Provost shall recommend to the Senate Executive Committee that the Emerita/Emeritus/Emerit designation be conferred upon them. The honorees may choose which designation they prefer. The Senate shall confer the status with appropriate notification of the designation to the recipient and to the University community.

### **Previously Retired Faculty or Librarians**

Retroactively, any previously retired Tenured or Continuing faculty who held the rank of Professor and served OCAD U for 10 years shall be awarded the title Professor Emerita/Emeritus/Emerit upon request of the individual to the Vice President, Academic and Provost.

Any previously retired Tenured or Continuing faculty not meeting the above rank or time of service requirements, but who meet the Exceptional Cases eligibility, may apply in writing under the Exceptional Cases provision to the Dean of Faculty. Any previously retired librarians who meet the Exceptional Cases eligibility may apply in writing under the Exceptional Cases provision to the University Librarian.

The application should include:

- a. A letter of application, which includes a summary of the applicant's academic career, with specific reference to the applicant's outstanding contribution to the institution and distinguished teaching, research and/or creative professional activity with the university;
- b. A curriculum vitae, highlighting the applicant's career at OCADU;
- c. Other optional supporting documentation, including teaching evaluations, letters of reference, which demonstrate the applicant's scholarly and/or creative achievement through sustained publication, exhibitions, professional practice, and/or other recognized and accepted demonstrations of sustained authoritative contributions to teaching, scholarship and creative activity.

The Dean or University Librarian will consider the application and determine if an exceptional case has been made. The Dean or University Librarian will make their recommendation in writing to the Vice-President, Academic and Provost.

The Vice President, Academic and Provost will forward the names of eligible retirees to the Senate Executive Committee for the conferring of the status "Professor Emerita/Emeritus/Emerit", "Associate Professor Emerita/Emeritus/Emerit", or "Librarian Emerita/Emeritus/Emerit" as appropriate. The honorees may choose which Emerit designation they prefer. The Senate shall confer the status with appropriate notification of the designation to the recipient and to the University community.

#### **4. RIGHTS, PRIVILEGES AND RESPONSIBILITIES**

Retired members have no right of representation under any OCAD University Labour Agreements. The 'status-only' title of Emerita/Emeritus/Emerit does not come with any remuneration.

The status shall carry no duties or obligations, but its holder may be called upon for advice or counsel, and to consider other opportunities to give back to the University. These opportunities may include volunteering at campus events, mentoring new professors or students, or participating in university governance and committee activities.

In addition to any contractually based benefits established for retired OCADFA members, the University may offer the following privileges to individuals holding Emerit status. These privileges are discretionary and subject to modification by the University at any time.

1. A listing of individuals with Emerit status will be maintained on the University website and in relevant University publications.
2. Email accounts will be provisioned and maintained in accordance with University policy and practice.
3. The names of individuals with Emerit status will be retained on all appropriate University distribution lists for communications purposes.
4. Individuals with Emerit status will have the right to participate in academic processions at convocation.
5. Individuals with Emerit status will have access to the University Library. Some restrictions may apply.
6. Individuals with Emerit status may use the University mailing address for scholarly purposes. Upon request one set of OCAD U business cards indicating Emerit status and title will be issued without charge. Further sets will be provided at cost.
7. While engaged in scholarly or academic work using their association with OCAD U, Emerit faculty and librarians shall comply with all University policies including those related to ethical and professional conduct.

#### **5. RESPONSIBILITIES FOR POLICY**

The Vice-President, Academic and Provost will be responsible for the implementation of the Policy and will recommend to Senate any certificates, ceremonies and privileges associated with the awarding of Emerit status.