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Name:	Senate Policy – Dean Emeritus
Policy Number:	8-1002
Origin:	University Senate
Approved:	1992-SEP-19
Issuing Authority:	University Senate
Responsibility:	University Senate, Executive Committee
Revision Date(s):	2008-APR-11, 2018-APR-13
Effective Date:	2018-APR-13

Policy:

The honorary rank of Dean Emeritus is awarded, upon or after retirement from full-time active administrative duties, to Deans who have served the University with distinction and who wish to continue a formal association with the university. Distinguished service shall focus on the contribution of the Dean to the administration and development of the University of a creative-kind. However, recognition can also be given to research and teaching accomplishments in combination with administrative contribution.

Procedures:

A Dean may be proposed for the rank of Dean Emeritus by a formal recommendation originating in the Faculty Council of the Faculty in which he or she is Dean. Such Faculty Council recommendation should be made to the Vice President, Academic and Research, normally during the first term of the year at the end of which the Dean will retire from full-time administrative service at the University. This recommendation shall be in writing, with documentary evidence, and will give reasons to support the nomination based on the criteria of distinguished service, as listed above.

The Vice-President will write a separate assessment based on the documentation provided and forward all of the material to the President. The President will write his/her assessment and forward the file to the Senate Executive. The Senate Executive will review the nomination and, if a positive recommendation is forthcoming, will forward this to Senate, and subsequent to Senate approval, to the Board of Governors.

The President's Office will notify the faculty member by letter (cc to Senate Office, Advancement Office, and the Registrar) of the decision of the Board of Governors. The Registrar's Office will contact the faculty member to arrange for the formal

award at a convenient convocation ceremony. The rank of Dean Emeritus ordinarily shall be awarded by the Board of Governors, and normally shall be conferred at the Spring Convocation in the year during which the recipient will complete full-time service prior to retirement.

The rank of Dean Emeritus will carry no salary or honorarium, but it will carry the following entitlements:

1. full use of the University library facilities and information technologies;
2. where possible, working space on request;
3. the right to use faculty secretarial facilities as available;
4. the right to apply and be considered for University research funds.

Version History Version. #	Date Changed	Updated by	Description of Change
1.0	September 18, 1992	Original document	Document creation. Approved by Senate on September 18, 1992
1.1	April 11, 2008	Senate Executive Committee	Insert the following criteria: "and who wish to continue a formal association with university"; "ordinarily" shall be awarded; and in entitlement # 1 add "and information technologies". Approved by Senate on April 11, 2008.
1.2	April 13, 2018	Senate Office	Include process to advise faculty member, Senate Office, Advancement Office, and Registrar of the Board decision.