



<b>Name:</b>	<b>Senate Policy – Dean Emeritus</b>
<b>Policy Number:</b>	8-1002
<b>Approving Authority:</b>	University Senate
<b>Approved:</b>	September 19, 1992
<b>Responsible Office:</b>	University Senate
<b>Responsibility:</b>	University Senate, Executive Committee
<b>Revision Date(s):</b>	Mar-15-2024, Apr-13-2018, Apr-11-2008
<b>Next Required Review:</b>	March 2028

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## 1. Policy

- 1.1 The honorary rank of Dean Emeritus is awarded, upon or soon after retirement from the university 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 extraordinary contribution of the Dean to the administration and development of the University. However, recognition can also be given to research and teaching accomplishments in combination with administrative contribution. As when granting tenure, the worth of the Candidate to the University should be considered along with their potential to continue to contribute to the growth and stature of the University.

## 2. Related Policies, Procedures & Documents

- 2.1 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 they served as 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 and continuing contribution to the University, as listed above.
- 2.2 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 their assessment and forward the file to Senate. Senate will review the nomination and, if a positive recommendation is forthcoming, will forward this to the Board of Governors.
- 2.3 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.

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

- full use of the University library facilities and information technologies;
- where possible, working space and administrative support on reasonable request;
- the privilege to apply and be considered for University research funds.

These privileges will be provided at the absolute discretion of the University and will be reviewed by the Dean and are subject to modification at any time.

<b>Version History Version. #</b>	<b>Date Changed</b>	<b>Updated by</b>	<b>Description of Change</b>
1.0	September 1, 1992	Original document	Document creation. Approved by Senate on September 18, 1992.
1.1	April 11, 2008	Senate Executive Committee	Inert 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.
1.3	February 16, 2024	Senate Office	Change process to reflect established practice of taking recommendations directly from the President's Office to Senate.