

# administration • reference memo

---

- keywords:
- **BOARD POLICY**
  - **ADMINISTRATOR EMERITUS POLICY**
  -

## **Purpose**

Administrator Emeritus appointments are for administrators retired from Capilano who have demonstrated outstanding service and who continue to be professionally active.

## **1. CRITERIA FOR CONSIDERATION**

The specific criteria to be for consideration to be awarded Administrator Emeritus designation are as follows:

### **1.1 Retirement**

Before an individual can be nominated for emeritus status, he/she must have been retired for at least one year.

### **1.2 Contribution to Capilano**

An Administrator Emeritus will have:

- provided excellent vision, leadership and management in their area of responsibility at Capilano
- demonstrated a high degree of professionalism and expertise
- been valued as a mentor who motivates and inspires peers and other employees
- motivated and inspired others
- demonstrated a commitment to ethical conduct and strong work habits
- produced outstanding and superior work
- demonstrated exemplary service
- worked at Capilano for at least 15 years before retiring

# administration • reference memo

---

- keywords:
- **BOARD POLICY**
  - **ADMINISTRATOR EMERITUS POLICY**
  -

## 1.3 Contribution to the Community

An Administrator Emeritus will have:

- contributed to Capilano's image in a positive way
- made a notable contribution to the post- secondary system or to civic life
- been recognized by community at large in any number of ways, such as membership on key committees, leadership roles, or artistic contributions
- brought honour and esteem to Capilano through their conduct

## 1.4 Current Commitment and Activity

An Administrator Emeritus will be an individual who continues to make a contribution to Capilano and community.

## 2. PROCEDURE

- 2.1 The nomination of a retiree should be in the form of a written submission endorsed by three current administrators.
- 2.2 The nomination should address the above criteria.
- 2.3 Nominations should be to the All Management Committee.
- 2.4 The All Management Committee will refer nomination to an ad hoc sub-committee established for the purpose of giving recommendations on Emeritus nominations.
- 2.5 The Administration Emeritus sub-committee shall consist of previous administrators emeriti, two members selected by the All Management Committee and the President.
- 2.6 The sub-committee should take back to the All Management Committee only those nominations which the sub-committee recommends for endorsement.

## administration • reference memo

---

- keywords:
- **BOARD POLICY**
  - **ADMINISTRATOR EMERITUS POLICY**
  -

- 2.7** The All Management Committee will recommend to the Board whether to confer administrator emeritus status on the nominated retiree.
- 2.8** For nominations approved by the Board, the specific designation will be the person's last administrative title.
- 2.9** Since an Administrator Emeritus acts as an ambassador for Capilano, the Board may act to withdraw the honour if it deems that there are serious reasons for reassessing its provision.

### **3. RIGHTS AND HONOURS**

The Administrator Emeritus has general access to Capilano facilities and access to the resources of Capilano as approved by Capilano Executive.

The specific rights and honours of Administrator Emeritus designation are:

- Inclusion of name in Capilano Calendar, accompanied by "Vice-President Emeritus", "Dean Emeritus", "Director Emeritus", or other designation as appropriate
- Provision of office space, if available, for periods of professional activity by the Administrator Emeritus
- Use of Capilano services such as library and email services
- Appropriate courtesies such as invitations to graduation and awards ceremonies and other Capilano events