

 CAPILANO UNIVERSITY		PROCEDURE	
Procedure No.		Officer Responsible	
S2025-01-01		Vice President Academic and Provost	
Procedure Name			
Academic Emeritus			
Policy This Procedure is Under		Category	Next Review
S2025-01 Academic Emeritus		Academic	2030
Date Issued	Date Revised	Date in effect	Related Policies
September 2015	Feb. 4, 2025	Sept. 1, 2025	S1999-06 Faculty Emeritus Policy (rescinded) S1999-06-01 Faculty Emeritus Procedure (rescinded)

1. PURPOSE

The processes set out in this document are designed to support S2025-01 Academic Emeritus Policy (the “Policy”) and govern the awarding of the Academic Emeritus honour at Capilano University (the “University”).

2. PROCEDURE

Nominations

- 2.1 A call for nominations for awarding of the academic emeritus recognition will be done annually through the President’s Office on or about October 1 and communicated through usual internal University channels.
- 2.2 Nominations must be submitted to the Office of the President no later than December 1.
- 2.3 Nominations may be made by departments or the organizational unit most closely associated with the work of the nominee. They may also be made by groups of individuals.
- 2.4 Nominations must be in writing (using the applicable forms) and must include the supporting signature of at least three faculty and/or academic administrators (which could include up to two retired faculty or administrators), inclusive of the nominator. The supporting signatures can be inclusive of faculty beyond the nominee’s department/unit. The nomination is to be submitted in confidence; information must only be shared only between the nominator, those providing supporting signatures, and the nominee.
- 2.5 Required information from the nominators include:
 - a) full name of the nominee;
 - b) department/unit of the nominee;
 - c) university email of the nominee, if current employee;

- d) email and phone numbers of the nominator and two additional faculty/academic administrators supporting the nomination.
- 2.6 Nominations will set out, through completion of applicable form(s), in detail, the reasons for recommending the award of this honour. Because the award recognizes outstanding achievement in teaching and/or the support of teaching/learning (librarians), and at least one other of either scholarship/creative activity/research or service, evidence is to be provided of those accomplishments. Such evidence might include, but is not limited to:
- a) documentation of awards or other formal methods of recognition for excellence in teaching and/or research, scholarly or creative activity;
 - b) documentation of contributions to the nominee's department/unit or to the university;
 - c) assessment by colleagues of excellence in teaching, services, or research/scholarly activity/creative activity;
 - d) record or course and curriculum development supported with innovations in teaching;
 - e) lists of scholarly publication or other forms of knowledge sharing/mobilizing, invited lectures or presentation;
 - f) evidence of recognition from disciplinary agencies/organizations or bodies;
 - g) record of participation in provincial, national or international committees, forums or collaborations that advance post-secondary teaching and learning or their field of study; or
 - h) recognition of service to community external to the university, preferably associated with the nominee's responsibilities at the university or discipline.

Adjudication and Awarding

- 2.7 Completed nomination packages will be provided to the Senate Tributes Committee as soon after the December 1 deadline as possible for consideration and recommendation to Senate.
- 2.8 The Tributes Committee deliberations will be in-camera, and all information will remain confidential.
- 2.9 The Tributes Committee, through the chair or designate, may request additional information of the nominee from the nominator and/or those who have provided supporting signatures to clarify or gather additional input related to the nomination. Any additional information gathered will be shared with the Tributes Committee and kept confidential.
- 2.10 The adjudication of nominations will take place in such a way as to minimize perceived conflict of interest and prevent real conflict of interest, and the following will apply:
- a) Any member of the Tributes Committee, or of Senate, who has an interest (real or perceived) in a particular nomination must declare that interest before deliberations commence.
 - b) The Chair of the Tributes Committee and/or the Chair of Senate (as appropriate) will rule on whether a member with a perceived interest is in a real conflict of interest. If so, the member must be absent from all deliberations concerning the nomination and must not vote on any recommendation bearing on the nomination.

- c) A nominator, or faculty/academic administrator supporting a nomination, who is also a member of the Tributes Committee or Senate must recuse themselves from all deliberations and not be present for or participate in the voting.
- 2.11 The Tributes Committee will forward its recommendations, along with a summary of supporting material to the Senate for approval. Along with its recommendations, the Tributes Committee will also report to the Senate the number of nominations that were not recommended.
- 2.12 Senate may approve candidates following recommendations from the Tributes Committee, normally no later than the March meeting. This will be an in-camera meeting.
- 2.13 Senate, through the administrative support role, will send a list of successful nominees to the Office of the President immediately after the meeting and including University Relations (director).
- 2.14 The Vice President Academic and Provost will personally communicate with the successful nominees. When they have confirmed their acceptance of the honor, announcements of recipients will be made via the university website with recognition at the June convocation.

3. ADMINISTRATIVE RESPONSIBILITY FOR THIS PROCEDURE

The Director, University Relations is responsible for managing and administering this procedure.

4. RELATED POLICIES AND GUIDANCE

B.213 Travel, Business and Hospitality Expenses

B.511 Discrimination, Bullying and Harassment Policy

B.512 Human Rights, Diversity, Inclusion and Equity Policy

B.506 Standards of Conduct Policy

B.517 Conflict of Interest Policy

OP.604 Acceptable Use and Security of Digital Technology Policy

E.603 Employee Email

2021-02 Research Ethics Policy: Research with Human Participants

5. REFERENCES

This policy was adapted from Vancouver Island University with permission.