

	Procedure Number	Department Responsible
	1999-06-1	
	Procedure Name	
	Procedure for Selecting Faculty Emeritus Recipients	
Policy This Procedure is Under		Date of Next Policy Review
Faculty Emeritus (S1999-06)		2020
Date Issued	Date Revised	Related Procedures, Reference
September 2015		

1. The Senate Tributes Committee will call for nominations on or about October 1, via Frontlines and will report the matter as an information item at the September Senate meeting.
2. Nominations must be submitted no later than December 1. Nominations received after that time will be considered for the next Convocation.
3. Nominations will be submitted in writing to the Office of the President, Attention: Faculty Emeritus.
4. The nomination will include:
 - a. A letter explaining why the nominee is deserving of the recognition, with specific reference to the criteria in Faculty Emeritus Policy S1999-06;
 - b. A short biographical summary outlining the nominee's accomplishments; and
 - c. Contact information for the nominee and the nominator.

These items should not exceed three (3) pages. The Tributes Committee reserves the right to request further information.

5. The Office of the President will send all submitted nominations to the Chair of the Tributes Committee as soon as the December 1 deadline has passed.
6. The Tributes Committee will meet and decide whether the specific designation will be Instructor Emeritus, Counselor Emeritus, Librarian Emeritus, or other designation as appropriate.
7. The Tributes Committee will finalize its recommendations in time for the Chair of the Tributes Committee to present the name(s) and nomination information of recommended recipient(s) to Senate for approval at its March meeting.
8. Senate will send a list of successful nominees to the Office of the President immediately so that candidates can be contacted. The Office of the President will send the list to the Board Chair for information prior to Convocation.
9. The Office of the President will personally communicate with the successful nominees. When they have confirmed their acceptance of the honour, announcements of the Faculty Emeritus recipients will be made via the Capilano University website.
10. The President's Office will send the final list of recipients to Special Events by April 1.