

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2025-01	Vice-President Academic and Provost		
Policy Name			
Academic Emeritus			
Approved by	Replaces	Category	Next Review
Senate	EC1999-06 / 9023; S1999-06	Academic	2030
Date Issued	Date Revised	Date in effect	Related Policies
May 1999	Feb. 4, 2025	Sept. 1, 2025	S1999-06 Faculty Emeritus Policy (rescinded) S1999-06-01 Faculty Emeritus Procedure (rescinded)

1. PURPOSE

The purpose of this policy is to establish the criteria, set out benefits, and together with the supporting procedure, determine the approach to the awarding of academic emeritus honours at Capilano University (the “University”).

2. SCOPE

This policy applies to the nomination and recognition of instructional faculty and librarians for the award of academic emeritus at the University.

3. POLICY STATEMENT

- 3.1 The Academic Emeritus designation is an award that recognizes the outstanding, distinguished contributions of instructional faculty or librarians (“faculty”) to the academic life of the University. It further seeks to encourage and foster an ongoing relationship between faculty after retirement and the University so that both the faculty and University may benefit from the continuing relationship.
- 3.2 Faculty who have left the employment of the University, generally through retirement, and who have served the University for a minimum of ten years may be nominated¹. The designation recognizes outstanding achievement in teaching and at least one of either (a) research/creative activity/scholarship or (b) service
- 3.3 Emeritus status recognizes outstanding academic service and provides the University with the opportunity to keep highly productive members of the academic community engaged and contributing to the University and to academia. Some ways in which there are mutual benefits to the emeritus faculty and the University include:
 - a) sharing skills, knowledge, and expertise as a resource for colleagues and students;

¹ To be eligible for nomination, a faculty must be retired prior to May 31 of any year.

- b) undertaking or continuing with research or other scholarly/creative projects that may involve or employ students and faculty, and may bring in additional outside funding;
- c) mentoring faculty colleagues and students;
- d) providing disciplinary expertise and advice with curriculum development or revision; or
- e) presenting as a guest speaker, facilitating seminars or other colloquia at the departmental, school, Faculty or university.

3.4 Nominations may be made posthumously.

4. BENEFITS

4.1 The title Academic Emeritus is bestowed in perpetuity by the Senate on the recommendation of the Tributes Committee, unless revoked. There are no formal duties, and there is no remuneration associated with the title of Emeritus.

4.2 Benefits related to the academic emeritus recognition include:

- a) name and designation included in the University directory;
- b) name included on all departmental and University mailing lists and invitation lists;
- c) use of a University email account;
- d) faculty library privileges, including interlibrary loans;
- e) use of business cards with the emeritus title;
- f) use of University letterhead for academic purposes;
- g) eligibility to apply for Tri-Agency funding and other types of external research funding;
- h) participation in campus seminars, colloquia, lectures, and special events as a member of the University community; and
- i) eligibility for tuition waver(s) of credit courses offered by the university as set out from time to time in the faculty collective agreement.

4.3 Additional benefits related to specific academic activities, for a designated period of time, may be made available at the discretion of the Vice President Academic & Provost on the recommendation of the Dean of the relevant Faculty or their designate. As available and linked with a specific department, such support may include access to office space, the use of specialized facilities for research, and the use of office supplies/other University supplies. These are not automatic benefits of the title.

4.4 Those awarded the emeritus honour are expected to abide by relevant university policy and procedures particularly, but not limited to, those identified in section 6 below.

4.5 The University reserves the right to revoke the award of an emeritus who brings the University into disrepute in which case the title and its privileges will be revoked by the Board of Governors, on the recommendation of Senate. The decision of the Board of Governors will be final.

5. DESIGNATED OFFICER

The Vice President Academic and Provost is the Policy Owner, responsible for the oversight of this policy. The administration of this Policy and the development and subsequent revisions to the Policy are the responsibility of the Vice President Academic and Provost. Operationalization of any associated procedures is the responsibility of the Director, University Relations.

6. 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
- S2021-02 Research Ethics Policy: Research with Human Participants

7. REFERENCES

This policy was adapted from Vancouver Island University with permission.