
Professor Emeritus Procedures

Policy Sponsor:	Provost and Vice President, Academic
Name of Parent Policy:	Professor Emeritus Policy
Policy Contact:	Provost and Vice-President, Academic
Policy Number:	N/A
Effective Date of Procedures:	January 11, 2013
Review Date:	Annually

Purpose

To outline the sequence of steps, roles and responsibilities, and appeal procedures in the appointment of Professors Emeriti.

Definitions

Academic Staff Member	An individual holding a regular academic appointment in accordance with Article 3 of the AUFA/Board Terms and Conditions of Agreement.
Board	The Governors of Athabasca University
Emeritus Professor	An honorary title granted to acknowledge longstanding and meritorious association between an Academic Staff Member and AU.
GFC	The AU General Faculties Council
P&VPA	Provost and Vice President, Academic



Procedure

1. Human Resources notifies the Provost and Vice President, Academic (P&VPA) of an Academic Staff Member's pending retirement three months prior to the actual date. This notification includes an assessment of eligibility for Professor Emeritus status, according to the criteria provided in the Professor Emeritus Policy.
2. The P&VPA prepares a letter confirming appointment or, if the eligibility criteria are not met, non-appointment.
3. If confirming the appointment, the Office of the P&VPA ensures that the letter specifies the conditions of the appointment as per item 4 ('Entitlement') of the Professor Emeritus Policy, and forwards it to the President for signature. The Office of the President sends the signed letter to the Academic Staff member.
4. If the Academic Staff Member does not meet the criteria for Emeritus status outlined in the Policy, but the contribution is deemed sufficiently noteworthy as per 3.b of the Policy, the P&VPA provides to the President a rationale for Emeritus status to be awarded.
5. If approval is withheld, the Office of the P&VPA sends the letter to the Academic Staff Member directly. Should the Academic Staff Member wish to appeal the decision, a written appeal can be made directly to the President, whose decision is final.
6. Human Resources ensures that the Academic Staff Member's email and library access are maintained unless the Emeritus appointment is not approved.

Applicable Legislation and Regulations

[*Alberta Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25*](#)
[*Post-Secondary Learning Act, S.A. 2003, c. P-19.5*](#)

Human Resources and Skills Development Canada - Foreign Workers Policy

Related References, Policies, Procedures and Forms

The following include any related Procedures

[Athabasca University Ethical Conduct for Research Involving Humans Policy - Research Integrity Policy](#)

[University Approval to Forward an Application for Funds to an External Sponsor Policy](#)

[Athabasca University Conflict of Interest in Research Policy](#)

[Athabasca University Publication of Research Policy](#)

[Athabasca University Student Participation in Research Policy](#)

[Athabasca University Animal Care Policy](#)

[Athabasca University Research Funding Administration Policy](#)

[Athabasca University Indirect Costs of Facilities and Administration Policy](#)

[Athabasca University Ownership of Items Purchased from Research Grants and Contracts Policy](#)

[Athabasca University Professional Salary Component in Research Grants and Contracts Policy](#)

[Athabasca University Restricted \(Trust\) Accounts for Research Policy](#)

[Athabasca University Visiting Scholar Policy](#)



History

The Governors of Athabasca University, January 11, 2013, Motion # 180-6 (Procedures revised, associated policy approved)

Policy and Procedures amended by the President: July 2006 (Reformatted)

Policy and Procedures initially approved by the President on April 25, 2003

Effective Date for Policy and Procedures: January 2003