

## UNIVERSITY OF MANITOBA PROCEDURE

<b>Procedure:</b>	<b>DISTINGUISHED PROFESSOR/DISTINGUISHED PROFESSOR EMERITUS/EMERITA</b>
<b>Parent Policy:</b>	Distinguished Professor/Distinguished Professor Emeritus/Emerita Policy
<b>Effective Date:</b>	September 21, 2004
<b>Revised Date:</b>	December 19, 2017
<b>Review Date:</b>	December 19, 2027
<b>Approving Body:</b>	President
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	President
<b>Delegate:</b>	University Secretary
<b>Contact:</b>	University Secretary
<b>Application:</b>	Board of Governors members; Senate members; Faculty/School Councils; Students; All External Parties; All Employees

### Part I Reason for Procedure

- 1.1 To set the Procedure secondary to the Policy entitled “Distinguished Professor/Distinguished Professor Emeritus/Emerita”, in connection with:
- (a) determining whether a call for nominations of that given year is required;
  - (b) setting out the call for nomination process to be followed;
  - (c) scheduling the Selection Committee meeting by conference call; and
  - (d) recommendation(s) of the Selection Committee to the Board of Governors.

## **Part II Procedural Content**

### **Determining if a Call for Nominations for Distinguished Professor is Required**

- 2.1 In the month of August of every calendar year, the University Secretary will do the following:
- (a) count the number of Distinguished Professors;
  - (b) check the retirements of Distinguished Professors, if any;
  - (c) check the number of nominations carried forward; and
  - (d) determine if there is a need for a call for nominations. If no call is required, then the process shall terminate until the following year.

### **Call for Nominations**

- 2.2 On or about August 30 of any calendar year a call for nominations shall be made to members of the University Community.
- 2.3 The deadline for receipt by the University Secretary for nominations for the title “Distinguished Professor” is October 15 of any calendar year. The President, as Chair of the Selection Committee, may extend the nomination period in any given year if sufficient nominations are not received before the deadline.
- 2.4 All nominations must be submitted in the prescribed format. The prescribed format for nominations is outlined in Appendix “A” of this Procedure.

### **Selection Committee for Distinguished Professors**

- 2.5 All relevant materials regarding nominations shall be sent to the Selection Committee members.
- 2.6 All Selection Committee members are to rate nominees and to provide ratings to the Office of the University Secretary.
- 2.7 The University Secretary will tabulate the ratings of the nominees and make a short list of candidates, based on the evaluation of the Selection Committee.
- 2.8 References for the short-listed nominees shall be contacted and asked to respond in confidence to the Selection Committee.

- 2.9 The nomination materials for the short-listed nominees and the reference letters shall be sent to the Selection Committee members in preparation for the conference call.
- 2.10 The Selection Committee shall conduct its meetings by conference call as organized by the Office of the University Secretary to determine whether there will be any recommendations of Distinguished Professor to the Board of Governors.

### **Recommendation to the Board of Governors**

- 2.11 The Selection Committee shall recommend to the Board of Governors the names of the candidates for the title "Distinguished Professor".

### **Distinguished Professor Emeritus/Emerita**

- 2.12 During July of every calendar year, the Office of the University Secretary will determine whether any of the previous Distinguished Professors have retired. When a Distinguished Professor has retired during the previous calendar year, he/she will automatically be given the title of "Distinguished Professor Emeritus/Emerita".
- 2.13 The University Secretary will advise the President and Human Resources of the change of title. The title "Distinguished Professor Emeritus/Emerita" shall be conferred at a time and place determined by the University.

## **Part III Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Procedure is required.
- 3.2 The University Secretary is responsible for the implementation, administration and review of this Procedure.
- 3.3 Board of Governors members, Senate members, Faculty/School Councils, Students, all External Parties, and all Employees are responsible for complying with this Procedure.
- 3.4 The University Secretary is responsible for the following:
- (a) call for nominations;
  - (b) providing secretarial, administrative and advisory services to the Selection Committee; and

- (c) the communication, administration and interpretation of this Procedure.

#### **Part IV Review**

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is December 19, 2027.
- 4.2 In the interim, this Procedure may be revised or repealed if:
  - (a) the President or Approving Body deems it necessary or desirable to do so;
  - (b) the Procedure is no longer legislatively or statutorily compliant; and/or
  - (c) the Procedure is now in conflict with another Governing Document;
  - (d) the Parent Policy is revised or repealed.

#### **Part V Effect on Previous Statements**

- 5.1 This Procedure supersedes all of the following:
  - (a) all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission Regulations and any resolution on the subject matter contained herein;
  - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
  - (c) all previous Administration Governing Documents on the subject matter contained herein.

#### **Part VI Cross References**

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
  - (a) [The University of Manitoba Act, C.C.S.M c.U60](#);
  - (b) [Distinguished Professor/Distinguished Professor Emeritus/Emerita Policy](#);

- (c) [Distinguished Professor Nomination Form](#);
- (d) [Current List of Distinguished Professors](#); and
- (e) [Current List of Distinguished Professors Emeritus/Emerita](#).