



## **BOARD OF GOVERNORS CHANCELLOR'S COMMITTEE**

### **TERMS OF REFERENCE**

1. To meet annually to consider nominations which should be received by March 31 for the following titles:
  - i) Professor Emeritus/Emerita
  - ii) Dean Emeritus/Emerita
  - iii) Librarian Emeritus/Emerita
  - iv) President Emeritus/Emerita
  - v) Senior Administrator Emeritus/Emerita
  - vi) Honorary Professor
2. To forward its recommendations to the Board of Governors for consideration.

### **COMPOSITION**

1. Chancellor, as Chair
2. Vice-Chair of the Board of Governors
3. Provost and Vice-President (Academic)
4. Senior Dean (in the event there are two or more deans with the same period of service, the President shall name one of the deans to the Committee)

### **POLICY AND PROCEDURES**

#### **I. PROFESSOR EMERITUS/EMERITA**

##### 1. Criteria

The honorary title of Professor Emeritus/Emerita may be conferred after retirement on members of the faculty of the University who have held the rank of Professor. Individuals nominated for the title must have rendered distinguished service to the University through their teaching, research, and scholarship. Nominations normally would include evidence of excellence in teaching, including graduate student supervision, and excellence in research, scholarship, and/or creative work. Evidence of excellence in teaching may include awards, evaluations by students, assessment of peers, testimonials from former students, a record of course and curriculum development, innovations in teaching methods, and a corpus of work relating to teaching and learning. Evidence of excellence in research, scholarship and creative work may include awards and recognitions, reviewed and juried works, refereed publications, invited lectureships, success in grant and other competitions, and testimonials by peers. Although the number of years of service at the University of Manitoba is unspecified, it is expected that those nominated will have had a reasonable length of service with the University.

##### 2. Nominations

In faculties which are divided into departments, nominations for Professor Emeritus/Emerita are normally

made by the department. Recommendations are then submitted to the faculty council according to the procedures of the particular faculty. In faculties and schools which do not have departments, nominations shall be made to the faculty or school council according to the procedures established by those councils. All deliberations by departments and faculties/schools should be in confidential session. The nominations should be accompanied by supporting material showing the candidate's contributions to the University and to his/her discipline. A detailed curriculum vitae should be included in nominations made to the faculty or school councils. An abridged curriculum vitae should form part of the final nomination submitted to the Chancellor's Committee following faculty or school council approval.

### 3. Length of Term

The appointment of Professor Emeritus/Emerita is for life.

### 4. Recognition

The honour is the most important aspect of this title. However, it is acknowledged that some individuals holding the title Professor Emeritus/Emerita may require facilities such as office and laboratory space. The responsibility for supplying such resources lies with the department and/or faculty/school concerned. Those holding the title of Professor Emeritus/Emerita are members of the Faculty of Graduate Studies.

Professors Emeriti/Emeritae shall be eligible to apply for grants and contracts under the aegis of the University.

## II. DEAN EMERITUS/EMERITA

### 1. Criteria

The title of Dean Emeritus/Emerita may be conferred on a Dean who has served as Dean for at least five years. Individuals nominated for the title shall have given distinguished service to his/her faculty during the term of office. The title can be conferred at any time after the expiry of the term as Dean. A Dean Emeritus/Emerita, upon retirement, is eligible to be considered for the title of Professor Emeritus/Emerita.

### 2. Nominations

Nominations for Dean Emeritus/Emerita are to be submitted to the faculty council according to the procedures of the particular faculty. All deliberations should be in confidential session. The nominations should be accompanied by supporting material outlining the individual's contributions to the faculty.

### 3. Length of Term

The appointment of Dean Emeritus/Emerita is for life.

### 4. Recognition

The honour is the most important aspect of this title. However, it is acknowledged that some individuals holding the title Dean Emeritus/Emerita may require facilities such as office and laboratory space. The responsibility for supplying such resources lies with the faculty concerned.

### 5. Other

The above procedures are applicable to directors of schools, except the title to be conferred will be Director Emeritus/Emerita.

### III. LIBRARIAN EMERITUS/EMERITA

#### 1. Criteria

The title of Librarian Emeritus/Emerita may be conferred after retirement of any member of the Libraries' staff of the University who has held the rank of Librarian. Individuals nominated for the title must have rendered distinguished service to the University, the profession and have a significant record in professional performance, teaching, research and scholarship. Although the number of years of service at the University of Manitoba is unspecified, it is expected those nominated will have had some reasonable length of service with the University.

#### 2. Nominations

Nominations for Librarian Emeritus/Emerita may be submitted to the Director of Libraries, who will submit the recommendations to a special meeting of the Librarians' Council. All deliberations will be in confidential session. The nominations should be accompanied by supporting material showing the candidate's contributions to the University, to his/her discipline, and to the profession. A detailed curriculum vitae should form part of this material.

#### 3. Length of Term

The appointment of Librarian Emeritus/Emerita is for life.

#### 4. Recognition

The honour is the most important aspect of this title. However, it is acknowledged that some individuals holding the title Librarian Emeritus/Emerita may require facilities such as office space. The responsibility for supplying such resources lies with the Director of Libraries.

### IV. PRESIDENT EMERITUS/EMERITA

#### 1. Criteria

The title of President Emeritus/Emerita may be conferred on an individual who has served as President of the University for at least five years and is retired. Individuals recommended by the current President for the title must have rendered distinguished service to the University during the term of office.

#### 2. Length of Term

The appointment of President Emeritus/Emerita is for life.

#### 3. Recognition

The honour is the most important aspect of this title, which will be conferred during Convocation.

### V. SENIOR ADMINISTRATOR EMERITUS/EMERITA

#### 1. Criteria

The title of Senior Administrator Emeritus/Emerita may be conferred on an individual who has served as a Vice-President of the University for at least five years. In exceptional cases and upon the recommendation of the President, a member of the senior administration who did not hold a Vice-Presidential position may have the title conferred upon them following completion of at least five years in the role. Individuals nominated for the title must have demonstrated excellence in leadership and administration, provided exceptional contributions to the development of the University, and rendered

distinguished service in a senior administrative role.

## 2. Length of Term

The appointment of Senior Administrator Emeritus/Emerita is for life.

## 3. Recognition

The honour is the most important aspect of this title, which will be conferred at a time determined by the University.

## V. HONORARY PROFESSOR

### 1. Criteria

The title of Honorary Professor is to be conferred on distinguished individuals who are not members of the academic staff of the University. Individuals nominated shall have a distinguished record in teaching, research and scholarship or in creative activity, and be resident in Manitoba. Although there is no maximum, it is anticipated the number of honorary professors at the University will be limited.

### 2. Nominations

Nominations should be submitted to the faculty/school council according to the procedures of the particular faculty/school. All deliberations should be in confidential session. The nominations should be accompanied by supporting material, including a detailed curriculum vitae.

### 3. Length of Term

Appointments shall be for five year renewable terms.

### 4. Recognition

The conferring of the title honours both the individual and the University. The honour is the most important aspect of the title, but honorary professors would be expected to participate from time to time in the activities of a department such as the presentation of lectures.

### 5. Other

The terms outlined in this policy do not apply to individuals appointed as honorary professors by the Faculty of Graduate Studies prior to 1969 subsequent to which no new appointments of honorary professors were made.

## VI. FURTHER INFORMATION

Nominations should be submitted to the University Secretary, Room 312 Administration Building. Deadline for receipt of nominations is March 31 for consideration by the Chancellor's Committee in May.

Further information is available from this office (telephone 204-474-6167).