**Professor Emeritus/Emerita Policy**

Approval Authority: Senate

Established On: June 6, 2022 and replaces the NOSM Honorarius and Emeritus Policies approved by Laurentian University (November 18, 2014) and Lakehead University (December 1, 2014).

Category: Academic

1. **POLICY STATEMENT**

Recognizing the outstanding, lifelong contributions of our faculty and librarians is an important aspect of faculty engagement and is part of NOSM U’s strategic plan. As such, the awarding of the Emeritus/Emerita Policy has been established to support the process of recognizing distinguished faculty members and librarians.

**2.0 SCOPE**

This Policy applies to faculty members or librarians with the rank of Professor, Associate Professor, Librarian IV or III who upon or after retirement from NOSM University have served the University with distinction for a minimum of ten years.

1. **DEFINITIONS**

Faculty members can be defined as individuals who have an active faculty appointment with NOSM U. All nominees must be in good standing with the University and should have made outstanding contributions to NOSM University in their scholarly activity, teaching/library service and or academic administrative work.

1. **POLICY TERMS**

Upon retirement and after a minimum of 10 years of service, a Professor, or a Librarian IV who has served NOSM U (including the previous Northern Ontario School of Medicine) and is in good standing with the University shall be awarded the title of Professor Emeritus/a, or Librarian Emeritus/a by the Senate. The title granted will be at the rank at the time of retirement.

Notwithstanding the above, upon retirement, Professors with less than 10 years of service and Associate Professors, Librarian IV or IIIs of at least 10 years’ service may also be nominated and considered by the respective Promotions Committee provided they are in good standing with the University and are considered to have made outstanding contributions to the University in their scholarly activity, teaching/library service and or academic administrative work.

Process for Nomination and Award:

1. The Office of Faculty Affairs will put a call out to the Divisions to identify potential Emeritus candidates. The call out will include a nomination deadline. Nominations received after the call out deadline may not be considered in the year they were received.
2. A qualifying faculty member/librarian should complete the Notice of Retirement Form and indicate their desire to have the title Emeritus/a conferred upon retirement. The Notice of Retirement Form should be completed in the year of retirement or within 3 years after retirement. Note, the completed Notice of Retirement form doesn’t confirm the appointment.

A. This form will require an updated CV and a completed NOSM U Dossier of supporting evidence (this is not required for Professors or librarians IV with ten or more years of service)

B. In cases where the retiree requests the title, it shall be based on merit and supported by one or more faculty or librarian member(s)

C. The associated Division Head may also choose to nominate a faculty member.

1. The Division Head (or designate) will confirm eligibility.
2. All nominations/Notice of Retirement Forms shall be forwarded to the appropriate Faculty or Librarian Personnel Committee (FPC/LPC) (for review for full-time Faculty and Librarian Personnel) or the Joint and Stipendiary Faculty Promotions Committee (for Joint and Stipendiary faculty) for review and confirmation.

**5.0 RECOMMENDATIONS**

Recommendations from the Promotion Committees will be presented to the Senate for approval at the first available meeting and a letter from the President will confirm the appointment.

1. **PRIVILEGES**

The Emeritus/a title will be listed in the NOSM University website on the Faculty Affairs webpage. A report on the recipients may be read at the appropriate Senate meeting (typically In the Spring). A certificate may be presented at a ceremony identified by Faculty Affairs and/or the President.

The Emeritus/a Professor shall retain the usual privileges of a member of the academic community; however, the title shall carry no remuneration, no formal duties and no voting privileges.

1. **INTERPRETATION**

Questions of interpretation or application of this policy or its procedures will be referred to the Associate Dean Faculty Affairs via [facultyaffairs@nosm.ca](mailto:facultyaffairs@nosm.ca)

**Review and Revision History**

1. October 1, 2010 Academic Council (June 10, 2010), Joint Senate Committee (June 28, 2010) and host University Senates Approved: Laurentian University (September 21, 2010) Lakehead University (October 1, 2010)
2. December 1, 2014 Academic Council (October 2, 2014), JSC (October 15, 2014) Laurentian U Senate (November 18, 2014) Lakehead U Senate (December 1, 2014)

**Review Period**: 5 years or as required

**Date for Next Review:** Oct 2027