

## Policy Title: Emeritus Status

Category:	<input checked="" type="checkbox"/> Institutional - Board <input type="checkbox"/> Academic - Administrative <input type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment – Administrative		
Approved by:	<input checked="" type="checkbox"/> Board <input type="checkbox"/> President		
Date approved:	October 20, 2023	Effective date:	October 20, 2023
Policy Sponsor:	Board Governance Committee Chair and President	Responsible Executive:	President
Date last reviewed:	October 20, 2023	Date of last revision of Procedures:	October 20, 2023
Date of Mandatory Review (expiry date):	October 2028		

### 1. POLICY

The Board of Governors (the Board) may grant emeritus status and title to retired eligible members of the CMCC faculty, administration or Board who have demonstrated a significant history of distinguished service and professional accomplishment and who exemplify CMCC's values in teaching, scholarship and service. This is an honorary title not subject to remuneration or financial benefit, assignment of office space, or voting rights. The title shall impose no duties or obligations, but its holder may be called upon for advice or counsel. The designation identifies the recipient as a continuing member of the CMCC community. Nominees for emeritus status shall not have accepted employment by another institution. A majority vote of the Board of Governors is required for any emeritus appointment.

1. The title of Professor Emeritus or Librarian Emeritus may be awarded to retired faculty members who had held the rank of professor or senior librarian for no less than five years and who had been a CMCC faculty member for at least ten years.
  - a. Nominations are forwarded for Board consideration by the CMCC President upon the recommendation of the Dean, Undergraduate and Graduate Education, or Dean, Clinics. Nominations may also originate from the Board.
  - b. Nominations shall be made no later than three years after the date of the nominee's retirement.

2. The title of Vice President Emeritus or Dean Emeritus may be awarded to retired senior administrators who had held the rank of vice president or dean for ten years or longer while at CMCC.
  - a. Nominations are forwarded for Board consideration by the CMCC President. Nominations may also originate from the Board.
  - b. Nominations shall be made no later than three years after the date of the nominee's retirement.
  - c. A period of eligible service less than ten years may be considered for those persons who have served in the administrative position for at least five years and who had held the rank of professor or associate professor at CMCC prior to their administrative appointment.
  - d. Vice President and Dean emeriti do not exercise any of the authority or administrative functions associated with holding a staff position at CMCC.
3. The title of President Emeritus is to be reserved to honour, in retirement, a CMCC president who has provided outstanding and distinguished service, vision and leadership to CMCC that goes beyond the normal duties and responsibilities of the appointment, and which has had an extraordinary impact on CMCC and/or the broader community. Emeritus status is given to an individual who has demonstrated exceptional commitment and contributions to CMCC, exemplifying the highest standards of personal and professional integrity, civic responsibility, vision and leadership.
  - a. Emeritus status may be awarded to a CMCC President who has served in that position for a minimum of five years and has served a significant portion of their career at CMCC.
  - b. Any member of the CMCC Board of Governors may nominate a retiring or retired CMCC president to become President Emeritus.
  - c. Presidents Emeriti do not exercise any of the authority or administrative functions associated with holding a staff position at CMCC.
4. The title of Board Member Emeritus may be awarded to a retired Board Member who has provided exemplary service above and beyond that which is customary, to honour the outstanding service and to maintain valuable organizational knowledge and experience.
  - a. Board Members Emeriti will be invited to attend full Board Meetings, excluding In Camera Meetings, and will be entitled to all meeting material and participation in discussion, excluding access to the other materials on the OnBoard web platform and regular email to the Board. They may not vote on Board actions or count toward quorum.

- b. Board Members Emeriti may serve on Board committees, with the exception of the Executive Committee. They may vote on Committee actions but may not serve as Committee Chairs.
  - c. There is no term limit for this position nor is there a limit on the number of Board Members Emeriti.
5. At the discretion of the relevant division head and CMCC president, and based upon the availability of resources, an emeritus faculty member or administrator may be provided office and laboratory space, office support and other resources to be used solely for scholarly activities consistent with the division and CMCC mission. Such allocations shall be reviewed annually by the division head. Upon favorable recommendation of the relevant division director, and the approval of the Dean, Undergraduate and Graduate Education, emeriti may serve as principal investigators or work on sponsored grants or contracts, provided that full-time faculty active in research will receive priority for laboratory space and access to other resources.
  6. Persons holding emeritus titles shall have access to campus facilities as is customary for regular faculty, may be invited by the President to take part in CMCC functions, will be included by title in the Academic Calendar, will be provided a CMCC identification card signifying emeritus status, and shall be entitled to retain a CMCC e-mail address.
  7. The Board of Governors has the right to revoke a previously awarded emeritus title should the person be found to be convicted of a serious criminal offence or engaged in immoral, scandalous or disgraceful conduct that undermines the credibility of CMCC, or whose professional registration has been removed for misconduct by the professional regulatory authority to which the individual belongs. Any such rescission requires a two-thirds vote of the Board of Governors.
  8. At its discretion, the Board may award any of the emeritus titles posthumously within three years of the eligible person's retirement from CMCC or death while still in the service of CMCC.

## **2. PURPOSE**

To recognize retiring professors, senior administrators and Board members for their distinguished career and exceptional contributions to chiropractic education, research and the chiropractic profession over many years of service to CMCC.

## **3. SCOPE**

Retiring or recently retired CMCC full professors and senior librarians, CMCC presidents, CMCC vice presidents, CMCC deans and CMCC Board Members.

#### 4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

N/A

#### 5. RELATED POLICIES (not a comprehensive list)

- CMCC Bylaws
- Collective Agreement CMCC & CUPE Local 4773

#### 6. DEFINITIONS

Board Member is a member of the Board of Governors of CMCC as outlined in the CMCC Bylaws.

CMCC President is the chief executive officer for the Canadian Memorial Chiropractic College selected by, and reporting to, the CMCC Board of Governors.

Emeritus (emeriti pleural) is an honorary title awarded to some retired faculty and administrators. It is common usage (as in this policy) to use the emeritus title as gender-neutral, however some recipients may opt for a gender specific use: emeritus (male), emerita (female). Contemporary grammarians and style guides allow for either the gender neutral or gender specific form.

Professor is the most senior rank for faculty, as described in the Collective Agreement CMCC & CUPE Local 4773.

Retire/retirement, for the purposes of this policy, refers to the voluntary decision by an employee (aged 55 and older; with the understanding that there is no mandatory retirement age in Canada) to leave the labour force with no intent to seek continuing employment in a similar capacity at another institution; and where 50% or more of their total income would come from retirement-like sources.

Senior Librarian is the most senior rank for librarians, as described in the Collective Agreement CMCC & CUPE Local 4773.

<b>New Policy Approved (date):</b>	Portions from Board Manual into New Policy October 23, 2020
<b>Policy Revision History (dates):</b>	October 20, 2023

-----**END OF POLICY**-----

#### 7. PROCEDURES

For Professor Emeritus or Librarian Emeritus:

1. Nominations are submitted by the Dean, Undergraduate and Graduate Education (for academic, library or research faculty) or Dean, Clinics (for clinic faculty) to the CMCC president.

2. Nominations are to be accompanied by a letter of support from the respective department/division faculty or Faculty Council.
3. The CMCC president forwards the nomination materials and a recommendation to the Board of Governors.
4. The Board of Governors considers the submitted materials and may approve the awarding of the emeritus status upon a majority vote.
5. If the Board itself initiates the nomination of eligible faculty members for emeritus status, it will normally seek input from the administration and faculty prior to making a final decision.

For Vice President Emeritus or Dean Emeritus:

1. Nominations may be submitted to the CMCC president by another member of the Executive Leadership Team.
2. Nominations are to be accompanied by a letter of support from the respective division.
3. The CMCC president forwards the nomination materials and a recommendation to the Board of Governors.
4. The Board of Governors considers the submitted materials and may approve the awarding of the emeritus status upon a majority vote.
5. If the Board itself initiates the nomination of eligible administrators for emeritus status, it will normally seek input from the administration and faculty prior to making a final decision.

For President Emeritus:

1. Any member of the CMCC Board of Governors may nominate a retiring or retired CMCC president to become President Emeritus.
2. The Chair of the Board may request input, when appropriate, from the Presidential Evaluation Committee, from the CMCC Executive Leadership Team, or from other campus constituent groups.
3. The Board of Governors may approve the awarding of president emeritus status upon a majority vote.

For Board Member Emeritus:

1. The Governance Committee will consider the eligibility of retired Board Members and bring forward any nomination for Board Member Emeritus status to the Board of Governors.

2. The Board of Governors may approve the awarding of Board member emeritus status upon a majority vote.

For all emeritus awards, the award will be announced at an appropriate CMCC gathering when possible, featured in a news release on the CMCC website, and included in a CMCC publication distributed to alumni.

<b>New Procedure Approved (date):</b>	Portions from Board Manual into new Procedures October 2020
<b>Procedure Revision History (dates):</b>	October 20, 2023

## 8. ATTACHMENTS

None