

B1007 – EMERITUS/EMERITA DESIGNATION

PROCEDURES

1. Nominations for Emeritus designation will be reviewed by an Emeritus Committee with the following composition:
 - a. Provost and Vice-President, Academic and Students (Committee Chair);
 - b. Academic Dean;
 - c. Chair, Education Council;
 - d. Langara College Administrators' Association representative;
 - e. Langara Faculty Association representative;
 - f. Langara's Canadian Union of Public Employees representative; and
 - g. Emeritus/Emerita representative.
2. Nominations for Emeritus designation may be initiated by any employee or other appropriate group or individual and forwarded to the Provost and Vice-President, Academic and Students for consideration by the Committee.
3. Nominations shall be in writing and include the following information:
 - a. Name of the candidate;
 - b. Documentation demonstrating the candidate's contributions to the College and the broader community;
 - i. This documentation should include a list of accomplishments such as:
 - Professional memberships
 - Memberships in community organizations
 - Volunteer work
 - Publications, exhibitions, and public presentations
 - Mentorships
 - Accomplishments during employment at Langara
 - Awards and/or prizes from Langara and/or external organizations
 - ii. Documentation may also be submitted in one of the following formats: video clip, PowerPoint Presentation, website, and/or podcast.
 - c. Brief statement outlining why the nominee should be considered for Emeritus/Emerita status;
 - d. Date of the nominee's retirement or expected retirement; and
 - e. Name and contact information of the nominator(s).
4. Nominations shall be submitted no later than February 15th of each year.
5. The Committee Chair will call a meeting of the Committee as soon as possible (typically the first Friday of March) to review the nominations.
6. Deliberations of the Committee will take place in camera and Committee members will treat all discussion as confidential.
7. The Committee will consider the nominations in accordance with the policy criteria and forward their recommendations to the President by April 1st.

8. The President will review the recommendations of the Committee, confirm the nominee's acceptance of designation, inform the Committee Chair, and make public the designations to be awarded.
 - a. The Committee Chair will inform any unsuccessful nominations (through the nominator{s}) that unsuccessful submissions may be reconsidered the following year if the nominator(s) address any informational gaps in the nomination.
 - b. Re-submission following an unsuccessful nomination is at the discretion of the nominator(s).
 - c. The Committee will not automatically carry forward unsuccessful nominations to subsequent years.
9. For Faculty, the title is Faculty Emeritus/Emerita.
For Administrators, the title includes the administrative title e.g. Vice-President Emeritus/Emerita.
For Staff, the title includes the work title e.g. Technician Emeritus/Emerita.
10. Newly designated Emeritus/Emerita will have this honorific status formally conferred at the College's annual Convocation ceremony.
11. Newly designated Emeritus/Emerita may request to continue (or resume) the use of their Langara email address (with all data in the email account prior to the date of retirement be removed to protect College information). Requests should be submitted to the Provost Office via vpoffice@langara.ca before July 31 of the year receiving the designation.
12. Newly designated Emeritus/Emerita who would like to obtain library access may contact the Library directly at libref@langara.ca to make the request.
13. Newly designated Emeritus/Emerita may order Langara business cards through the Provost Office (vpoffice@langara.ca).