



Professors Emeriti Nominations Procedure	
Parent Policy: Professors Emeriti Policy	
Category: Administrative	Approval Date: May 6, 2021
Procedure Owner: President	Effective Date: May 6, 2021
Procedure Administrator: Chief of Staff and Board Liaison	Review Period: 5 Years
Associated Documents: N/A	

PURPOSE

To establish the nomination process for awarding the appointment of Professor Emeritus or Professor Emerita.

PROCEDURE

1. A nominator will provide a letter to the Vice President and Research (VPAR) within three months of the date of the nominee's retirement.
2. The letter will enclose the nominee's curriculum vitae and address the following:
 - a. the name of the nominee who will be retiring from active academic duties, and details supporting the rationale for the nomination;
 - b. specific evidence of the nominee's demonstrated record of professional conduct that indicates fair and ethical treatment of students and other members of the academic community; and
 - c. a combination of some or all of the following evidence:
 - i. letters of support regarding the nominee's impact on students through teaching;
 - ii. letters of support regarding the nominee's impact on colleagues;
 - iii. publications, awards, and acknowledgements of distinguished service cited in sufficient detail; however, the documents themselves do not need to be provided in the application;
 - iv. evidence of the nominee's creative contribution to Red Deer Polytechnic's administration and development.

3. The VPAR will review the application based on the letter and supporting evidence provided, and make a recommendation to the President. The VPAR reserves the right to request additional information from either or both of the nominator and nominee.
4. The President will make a decision and inform the nominee and the Board of Directors.