



# Guidelines for Awarding University Professor Emeritus/a

## Preamble

The Senate Honours and Awards Committee ("the Committee") shall receive suggestions for and present to Senate nominations for University Professors Emeriti (UPE).

## Eligibility

This category is open only to retired Professors of the University of Guelph who held the rank of Professor upon retirement. A person employed full-time by the University in any capacity is not eligible.

## Criteria & Qualifications

It is the expectation in electing Professors to this category that they will continue their scholarly association with the University as further detailed in these guidelines.

The prime criterion for nomination will be sustained, outstanding scholarship of such a level that it is recognized internationally. In determining which candidates within a department, school or college are suitable for nominations to this category, comparison should be made with Professors who have retired during the past five (5) years or are due to retire within the next five (5) years.

## Nomination Process

The Committee will solicit nominations at least once annually, normally in the fall semester. Nominations will be accepted at any time throughout the year.

Suggestions for nomination to the category of University Professor Emeritus/a may be made by students, faculty, alumni, or departments and should be forwarded to the University Secretariat for consideration by the Committee of Senate. **All faculty who have been awarded Professor Emeritus/a status should be considered for University Professor Emeritus/a.** Nominations must go through a college review process, such as Dean's Council or the College Tenure & Promotion Committee, prior to coming to the Committee. Only those nominations endorsed by a college review committee will be presented to Senate.

Nominations to the category of the University Professor Emeritus/a may be forwarded to Senate no earlier than nine (9) months prior to the retirement date of the nominated faculty member.

The Committee will forward its recommendations to a closed session of Senate. Senate will vote on each candidate individually. Nominators will be informed of the outcome after Senate has received and voted on the recommendations.

## Commitment to Equity, Diversity and Inclusion

The University is committed to fostering a culture of inclusion and to designing, reviewing, and rebuilding structures – including policies, programs, and practices – that are inclusive,

equitable, and accessible to all. In keeping with this commitment, nominations of qualified individuals from historically marginalized and underrepresented communities including those who identify as Black, Indigenous, or Persons of Colour; persons with a disability or who identify as differently abled; persons of all genders, and sexual orientations; and those with a demonstrable track record of confronting oppression and promoting belonging in their organizations and communities are strongly encouraged.

## Documentation

Documentation should include:

- A completed nomination form, available on [University Secretariat website](#),
- A statement of nomination – a brief paragraph (250 words) summarizing the reasons for the nomination and commenting on the quality of the contribution made by the candidate. Nominators should be mindful that the summary will be forwarded to Senate and form the essence of the nomination on which Senate will base its decision to grant the honour of University Professor Emeritus/a,
- Using the template available on the University Secretariat website, a one (1) to two (2) page academic career summary which includes the following information:
  1. **Career (salient features):** this should list degrees and positions held.
  2. **Scholarship:** a summary of the candidate’s scholarly accomplishments with reference to the nature and impact of their contributions.
  3. **Awards and Honours:** any received, plus any positions of note within the discipline (i.e., editorship of a journal; executive member of a learned society, etc.).
- A letter of support from the Dean,
- Two (2) Letters of support, at least one (1) of which should be from outside the University, at least one (1) of which speaks to the nominee’s international impact.
- Confirmation of college endorsement (from the college committee responsible for reviewing UPE nominations),
- An up-to-date C.V. for the candidate.

The UPE should be viewed as an internal honorary degree and thus should only be conferred upon those scholars who are truly outstanding in their disciplines and have had significant impact in the field.

A nomination needs to particularly address the criteria identified within the *Criteria & Qualifications* section of these guidelines, including continued scholarly association with the University, and sustained, outstanding scholarship of such a level that it is recognized internationally. With respect to the criteria for international recognition, the nomination material should include evidence in the C.V. that speaks to the international impact of the nominee’s work.

## Method of Presentation

Public recognition, the names of the University Professors Emeritus/a shall be given at a convocation and a certificate presented to each of those elected.

## Listing in University Calendars

As further recognition, the names of the University Professors Emeriti will be listed in the Graduate and Undergraduate Calendars under the appropriate academic department or school.

## Privileges for University Professors Emeriti

University Professor Emeriti shall have library privileges equal to those of faculty members, and shall have the right to participate in the academic processions of convocation, to attend departmental/school seminars, to hear outside speakers invited to the University, and to use the University as a mailing address for scholarly purposes. At the discretion of the Department Chair and Dean, a University Professor Emeritus/a may be offered laboratory and/or office space and may be allowed for internal and external grants.

University Professor Emeriti who continue to actively participate in the academic enterprise of the University are governed by the bylaws, rules and regulations, policies, procedures, and practices of the University of Guelph, including those related to research.

<i>Approval Authority:</i>	Senate Honours and Awards Committee
<i>Office of Responsibility:</i>	University Secretariat
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