

INSTRUCTOR EMERITUS POLICY			
Effective Date	December 15, 2022	Policy Type	Academic
Responsibility	Provost and Vice-President Academic	Cross-Reference	n/a
Approver	Board of Governors	Appendices	Appendix 1 – Privileges of Instructor Emeritus Appendix 2 – Instructor Emeritus Procedure Appendix 3 – Instructor Emeritus Nomination, Consent, and Dean and Department Approval Form
Review Schedule	Every 5 years		

1. Policy Statement

- 1.1. The honorary designation of Instructor Emeritus is awarded by Northwestern Polytechnic (NWP) to retired faculty members in recognition of meritorious teaching, scholarship, and service.

2. Background

- 2.1. Bestowing the title of Instructor Emeritus recognizes the value eligible faculty members have earned due to their service with NWP.

3. Policy Objective

- 3.1. To govern the recognition of meritorious faculty service to Northwestern Polytechnic.

4. Scope

- 4.1. This policy applies to eligible faculty members.

5. Definitions

- 5.1. **“Eligible Faculty Member”** A faculty member who has left employment with the Polytechnic and has at least 15 years of instructional service with Northwestern Polytechnic.

6. Guiding Principles

- 6.1. NWP will award the title “Instructor Emeritus” to an eligible faculty member in honour of their service with the Polytechnic.
- 6.2. The Instructor Emeritus title represents no entitlement to authority, rights, privileges or resources, nor does it imply an employment or research relationship between NWP and the Instructor Emeritus titleholder. See Appendix 1 for privileges.

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- 6.3. Eligible faculty members are nominated by two of their colleagues and supported by the Dean and Academic Department for Instructor Emeritus. See Appendix 2 for procedure.
- 6.4. Instructor Emeritus titleholders are encouraged to display and promote their continuing affiliation with NWP but in no way are required to do so.
- 6.5. Notwithstanding any other element of this Policy or associated Procedure, the Board of Governors retains the authority to refuse or withdraw the Emeritus title.

7. Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	<ul style="list-style-type: none">• Approve this policy.
Academic Council	<ul style="list-style-type: none">• Review, recommend, and formally support this policy
Provost and Vice-President Academic	<ul style="list-style-type: none">• Review and lead revision to this policy.
Dean	<ul style="list-style-type: none">• Review and formally support this policy.
Academic Departments	<ul style="list-style-type: none">• Review and formally support this policy.• Follow procedures for nomination of a candidate.

8. Exceptions to the Policy

- 8.1. There are no exceptions to this policy.

9. Inquiries

- 9.1. Inquiries regarding this policy can be directed to the Provost and Vice-President Academic.

10. Amendments (Revision History)

- 10.1. Approved by Academic Council: March 10, 2003
- 10.2. Revised and approved by Academic Council: February 10, 2005
- 10.3. Revised and approved by Academic Council: February 9, 2007
- 10.4. Revised and approved by Academic Council: January 10, 2008
- 10.5. Revised and approved by Academic Council: November 8, 2012
- 10.6. Recommended by Academic Council: November 3, 2022
- 10.7. Approved by Board of Governors: December 15, 2022

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Appendix 1 – Privileges of Instructor Emeritus

1. During the lifetime of the Emeritus member, his/her name will appear in NWP's Calendar. Their name will appear under the Department's list of instructors as Instructor Emeritus.
2. All Emeriti will receive a parchment of the Instructor Emeritus designation signed by the NWP Board of Governors Chair and the President.
3. All Emeriti will receive a free lifetime library card. In addition, Emeriti will receive alumni news and invitations to special events at NWP.
4. Emeriti may request and receive a membership to the NWP Fitness Centre.

Appendix 2 – Instructor Emeritus Procedure

1. An eligible faculty member is nominated by two faculty members typically in the nominee's home Department.
2. The nominee signs the consent form to receive the Instructor Emeritus designation and associated privileges.
3. The nomination form and the consent form are presented to the Dean for approval and signature. The nomination form and the consent form are presented for approval at a Department meeting after the faculty member has retired.
4. The Department Chairperson and the Department Assistant taking minutes sign the Department Approval Form.
5. The nomination form, consent form, and Department approval are sent to Academic Council. Instructor Emeritus designation will be granted by a majority vote of Academic Council.
6. Following approval by Academic Council the Academic Council Assistant will E-mail Executive Assistant to the Provost and Vice President Academic so that a parchment may be printed for the emeritus. President and Board of Governors Chair sign the parchment and the Northwestern Polytechnic seal is applied.
7. The Executive Assistant to the Provost and Vice President will prepare a letter to the Instructor Emeritus to be signed by the Chair of Academic Council congratulating them on their designation and outlining the benefits of the designation. This letter should be copied to the Board of Governors Chair, President, Provost and Vice President Academic, Dean, Chairperson, Human Resources, Community Relations, Library, Media Services, Information Technology Help Desk and Alumni / Development Manager. This letter should accompany the instructor emeritus' parchment.
8. All packages being sent to approved Instructor Emeriti should include the following:
 - 8.1. Covering Letter signed by Academic Council Chair
 - 8.2. Copy of the Instructor Emeritus Academic Policy for reference
 - 8.3. Parchment provided by Executive Suite
9. The Executive Assistant will send to Department for presentation to instructor. If the Instructor does not live locally the Executive Assistant to the Provost and Vice President will mail the package to the recipient. The Executive Assistant to the Provost and Vice President will:
 - 9.1. Add dates delivered in Instructor Emeritus Designation spreadsheet which is kept on the Senior Admin Shared drive.
 - 9.2. Keep an electronic copy of letter.

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Appendix 3 – Instructor Emeritus Forms

Nomination Form

We, _____ and _____,
nominate _____ for the honorary designation of Instructor Emeritus.

Signature _____

Date: _____

Signature _____

Date: _____

Consent Form

I, _____, voluntarily agree to the honorary designation of Instructor Emeritus as awarded by Northwestern Polytechnic to retired faculty members in recognition of meritorious services. I certify that I meet the following requirements:

- I have at least 15 years of meritorious teaching, scholarship, and service to NWP
- I will be retired from NWP at the time of designation

Signature _____

Date: _____

Witness _____

Date: _____

Dean Approval

Signature _____

Date: _____

Department Approval Form

Date of Department Meeting where nomination was approved: _____

Chairperson Name: _____

Chairperson Signature: _____

Date: _____

Department Assistant Name: _____

Department Assistant Signature: _____

Date: _____