



PROFESSOR EMERITUS PROCEDURE

Procedure Type:	Institutional	Initially Approved:	February 5, 1987
Procedure Sponsor:	President and CEO	Last Revised:	June 8, 2026
Responsible Unit:	Vice President, Academic	Review Scheduled:	June 2031
Approver:	President and CEO		

A. PURPOSE

The purpose of this procedure is to outline the process for awarding the honorary title of Professor Emeritus.

B. SCOPE

This procedure applies to any permanent faculty member with at least 10 years of service to AUArts before retiring and with a clear record.

Permanent faculty members may be eligible for other AUArts' honors or appointments.

C. PROCEDURES

1. CRITERIA FOR CONSIDERATION

- 1.1 A Professor Emeritus has:
- A distinguished career as a teacher and practicing professional who has substantially contributed to Alberta University of the Arts and has achieved recognised standing in their field of expertise
 - Experience as a valued mentor who motivates and inspires peers and others
 - Demonstrated commitment to ethical conduct and strong work habits
 - Demonstrated exemplary service
 - No discipline on file
 - Not received any unsatisfactory performance reviews in the past 10 years
 - Been Employed as a permanent faculty for at least 10 years before retiring from Alberta University of the Arts

2. RIGHTS AND HONORS

- 2.1 The specific rights and honours of Professor Emeritus designation include:
- Use of AUArts' Luke Lindoe Library
 - Listing on the AUArts' website provided the individual agrees to have their status listed

- c) Potential for invitations to give lectures or contribute to activities
 - d) Appropriate courtesies such as invitations to various AUArts' events
- 2.2 The recipient may, at their discretion, use the title 'emeritus', 'emerita', or 'emeriti'.

3. PROCESS

- 3.1 Normally, the Dean of Academic Programs prepares a nomination with consent of a retiree in the form of a written submission addressed to the Senior Academic Officer.
- 3.2 Nominations can also be submitted to the Dean of Academic Programs by a School director.
- 3.3 The nomination should address the criteria set out in Section B for consideration.
- 3.4 The Senior Academic Officer or Designate will recommend to the President and CEO whether to confer Professor Emeritus status on the nominated retiree.

4. REVOCATION

- 4.1 The President and CEO reserves the right at their sole discretion to revoke a Professor Emeritus status conferred by AUArts. While the utmost diligence has been, and will continue to be, exercised by the university when awarding the rank of Professor Emeritus, there may be occurrences when a recipient's past and/or current conduct, or statements, bring disrepute to the university and/or call the decision to confer such status of the individual in question, such as:
 - a) Being convicted of a criminal offence
 - b) Being sanctioned by an adjudicating body, professional association or other organisation.
 - c) Engaging in conduct that constitutes a significant transgression of recognized standards of public behaviour.
 - d) Being found to have plagiarized work.
- 4.2 The decision to revoke an award of Professor Emeritus status will be communicated in writing to the retired employee by the President and CEO.

D. RELATED POLICIES

- Emeritus Policy

E. RELATED LEGISLATION

- Alberta Post-Secondary Learning Act

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
08/24/2021	Revisions to Procedure to link to New Emeritus Policy	Various	University Secretary	Senior Academic Officer
11/21/2025	Revisions to clarify current practices and process	All	Director, Academic Affairs	President and CEO
2026	Updated Template, Added 'Purpose', Review and Revisions. Updated revocation section.	All	Vice-President, Academic	President and CEO