



**ADMINISTRATOR EMERITUS PROCEDURE**

<b>Policy Type:</b>	Institutional	<b>Initially Approved:</b>	January 12, 2021
<b>Policy Sponsor:</b>	President and CEO	<b>Last Revised:</b>	August 24, 2021
<b>Primary Contact:</b>	Vice President Administration	<b>Review Scheduled:</b>	August 2026
<b>Approver:</b>	President and CEO		

**A. ELIGIBILITY**

This procedure applies to any administrator with at least 10 years of service to Alberta University of the Arts before retiring.

**B. CRITERIA FOR CONSIDERATION**

An Administrator Emeritus will have:

- a. Provided excellent vision, leadership and management in their area of responsibility at AUArts
- b. Demonstrated a high degree of professionalism and expertise
- c. Valued as a mentor who motivates and inspires peers and other employees
- d. Motivated and inspired others
- e. Demonstrated a commitment to ethical conduct and strong work habits
- f. Produced outstanding and superior work
- g. Demonstrated exemplary service
- a. Employed by Alberta University of the Arts for at least 15 years before retiring

**C. RIGHTS AND HONOURS**

- a. The Administrator Emeritus has general access to Alberta University of the Arts facilities and access to the resources of Alberta University of the Arts as approved by the President and CEO.
- b. The specific rights and honours of Administrator Emeritus designation include:
  - i. Business cards, accompanied by "Vice-President Emeritus", "Chair Emeritus", "Director Emeritus", or other designation as appropriate
  - ii. Use of Alberta University of the Arts services such as library and email services renewable on an annual basis (email will be disabled if account becomes inactive)
  - iii. Appropriate courtesies such as invitations to graduation and awards ceremonies and other AUArts events

#### D. PROCEDURE

- a. The nomination of a retiree should be in the form of a written submission addressed to the President and CEO, and preferably endorsed by three current full-time administrators.
- b. The nomination should address Section B CRITERIA.
- c. The President's Cabinet will recommend to the President and CEO whether to confer administrator emeritus status on the nominated retiree.
- d. Since an Administrator Emeritus acts as an ambassador for AUArts, the President and CEO may act to withdraw the honour if it deems that there are serious reasons for reassessing its provision.

#### E. DEFINITIONS

- (1) AUArts: Alberta University of the Arts  
(2) University Means Alberta University of the Arts

#### F. RELATED POLICIES

- Emeritus Policy
- Professor Emeritus Procedure

#### G. RELATED LEGISLATION

- Post-Secondary Learning Act

#### H. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
03/17/2021	Revised the current policy to a procedure	All	University Secretary	Vice President Administration