



## ADMINISTRATOR EMERITUS POLICY

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

### A. OVERVIEW

The designation of Emeritus indicates that eligible individuals have completed their administrative appointments and retain the title as an honour. It recognizes exemplary service to Alberta University of the Arts as an administrator.

### B. PURPOSE

Administrator Emeritus appointments are for administrators retired from AUArts who have demonstrated outstanding service and who normally continue to be professionally active and/or continue to make a contribution to AUArts and its community.

### C. SCOPE

This policy applies to any non-academic management employee with at least 15 years of service to AUArts before retiring.

### D. POLICY STATEMENT

The President and CEO may confer the honorific title of “Emeritus” to distinguish former administrators who have completed their employment with exemplary service to the university.

The individuals concerned may apply or be nominated for this honour. The President will seek recommendation for approval from their Cabinet, except where a Cabinet member is a successor to any individual under consideration or under consideration themselves.

Administrative Emeriti who are retired from AUArts are welcome to continue their involvement with the university in a manner to be mutually agreed upon, but are not obligated to continue their involvement.

Academic administrators may be eligible for other honorary and affiliated ranks in accordance with AUArts’ academic policies for Professor Emeritus and Adjunct appointments and must comply with these policies as appropriate.

#### 1. CRITERIA FOR CONSIDERATION

- 1.1 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. been 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
  - h. worked at AUArts for at least 15 years before retiring

## 2. RIGHTS AND HONOURS

- 2.1 The Administrator Emeritus has general access to AUArts facilities and access to the resources of AUArts as approved by the President and CEO.
- 2.2 The specific rights and honours of Administrator Emeritus designation include:
  - a. Business cards, accompanied by "Vice-President Emeritus", "Chair Emeritus", "Director Emeritus", or other designation as appropriate
  - b. Use of AUArts services such as library and email services (email services renewable on an annual basis)
  - c. Appropriate courtesies such as invitations to graduation and awards ceremonies and other AUArts events

## 3. PROCEDURE

- 3.1 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 administrators.
- 3.2 The nomination should address the above criteria.
- 3.3 Cabinet will recommend to the President and CEO whether to confer administrator emeritus status on the nominated retiree.
- 3.4 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. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)