

<b>Policy Name:</b>	Honorary and Affiliated Ranks at Carleton University
<b>Originating/Responsible Department:</b>	Office of the Provost and Vice-President (Academic)
<b>Approval Authority:</b>	Vice-Presidents' Academic and Research Committee
<b>Date of Original Policy:</b>	May 2009
<b>Last Updated:</b>	June 2018
<b>Mandatory Revision Date:</b>	June 2023
<b>Contact:</b>	Office of the Provost and Vice-President (Academic)

**Policy:**

Carleton University shall confer the following honorary and affiliated ranks: Professor Emeritus; Distinguished Research Professor; Adjunct Research Professor; and Adjunct Professor. For the appointment of a Chancellor's Professor, please see the [Chancellor's Professors at Carleton University](#) policy.

1. Honorary and affiliated ranks shall be conferred upon current and retired faculty and external appointees who meet the criteria outlined in this policy.
2. Typically appointees will hold the same rank in all of their areas of honorary appointment (as applicable).
3. Honorary and affiliated ranks acknowledge the accomplishments of the appointee and describe the nature of the appointee's ongoing relationship with Carleton University. The nature of the appointee's ongoing relationship with Carleton University will include one or more of the following: (a) participation in the intellectual life within (an) academic unit(s), such as teaching and other projects; (b) participation in research within (an) academic unit(s), including the supervision of graduate students at Carleton University; and/or (c) application for external grants through the Office of the Vice-President (Research and International).
4. Benefits for faculty members retired from Carleton University are outlined in the Carleton University/Carleton University Academic Staff Association Collective Agreement and through Carleton's Human Resources Department. Benefits for external appointees include library access (at the discretion of the University Librarian) and a Carleton email address. Any other provisions must be discussed and approved by the academic unit Chair or Director, and the Faculty Dean.
5. Appointees who have successfully applied for research funding through Office of the Vice-President (Research and International) are required to report on account spending annually to the Office of Research Financial Services.
6. Graduate supervisory status shall be authorized and approved by the Dean, Faculty of Graduate and Postdoctoral Affairs and shall be managed by the Faculty of Graduate and Postdoctoral Affairs.
7. All appointments to honorary and affiliated ranks shall not be considered final until a formal letter of offer is issued by the Provost and Vice-President (Academic) as delegated by the President and Vice-Chancellor and, as requested in the letter, signed by the appointee.

**Purpose**

The purpose of this policy is to:

1. acknowledge the accomplishments of current and retired faculty and describe the nature of the appointee's ongoing relationships with Carleton University;
2. acknowledge the accomplishments of external appointees who have demonstrated evidence of significant ongoing intellectual activity and/or research and describe the nature of the appointee's ongoing relationship with Carleton University;
3. provide an excellent post-secondary education and world-class research opportunities for students;
4. support and enhance an innovative educational environment at Carleton University; and
5. advance Carleton University's national and international reputation as a research-intensive University.

### **Definitions of Honorary and Affiliated Ranks**

#### **Professor Emeritus:**

1. Appointment Process: Automatically conferred on a professor who retires at the rank of full professor by the Provost and Vice-President (Academic). Full Professors who retired prior to the establishment of this current policy are also invited to use the title of Professor Emeritus.
2. Term: Permanent appointment.
3. Criteria: Recognizes and celebrates the accomplishments and contributions of the full professor during their career at the University.
4. Grants: A Professor Emeritus may apply for external grants.
5. Supervisory Status: A Professor Emeritus must apply separately for authorization through their academic unit to co-supervise new graduate students. A Professor Emeritus is expected to complete supervisions currently underway, or to make arrangements to complete them, at the time of their retirement.

#### **Distinguished Research Professor:**

1. Appointment Process: A Professor Emeritus who continues to be active in research work shall be eligible for nomination by their Chair/Director or by the Faculty Dean after consultation by the Chair or Director and the initial appointment process shall be in accordance with the University Promotions process outlined in the Collective Agreement between Carleton University and the Carleton University Academic Staff Association. The nomination package shall include a nomination letter from the nominating Chair/Director/Dean and the candidate's curriculum vitae and must include a request for supervision status if appropriate.
2. Term: Maximum of five years ending June 30 and may be renewed. For a renewal, the applicant shall be nominated by their academic unit. The appointment shall be approved by the Faculty Dean, the Vice-President (Research and International), the Dean, Faculty of Graduate and Postdoctoral Affairs, and the Provost and Vice-President (Academic). In the case of initial appointment, these approvals will be sought at the University Promotions Committee meeting.
3. Criteria: Recognizes and celebrates the accomplishments and contributions of a retired full

professor during their career at the University and their significant ongoing research activities at the University.

4. Grants: A Distinguished Research Professor may apply for external grants.
5. Supervisory Status: A Distinguished Research Professor must include a request for supervision status on their application (as appropriate) for supervision of new graduate students. A Distinguished Research Professor is expected to complete supervisions currently underway, or to make arrangements to complete them, at the time of their retirement.

**Adjunct Research Professor (Retired Associate/Assistant Professor OR External Appointee):**

1. Appointment Process: The applicant shall be nominated by their academic unit. The appointment shall be approved by the Faculty Dean, the Vice-President (Research and International), the Dean, Faculty of Graduate and Postdoctoral Affairs), and the Provost and Vice-President (Academic).
2. Term: Maximum of five years ending June 30 and may be renewed.
3. Criteria: Recognizes demonstrated significant scholarship and activity in research as well as a continuing involvement in significant research activities at the University. This appointment may be conferred upon a professor who retires at the rank of associate or assistant professor or an external appointee.
4. Grants: An Adjunct Research Professor may apply for external grants.
5. Supervisory Status: An Adjunct Research Professor must apply separately for authorization through the normal application process to co-supervise new graduate students. Retiring Carleton faculty members are expected to complete supervisions currently underway, or to make arrangements to complete them, at the time of their retirement.

**Adjunct Professor (Retired Associate/Assistant Professor OR External Appointee):**

1. Appointment Process: The applicant shall be nominated by their academic unit. The appointment shall be approved by the Faculty Dean and the Provost and Vice-President (Academic).
2. Term: Maximum of five years ending June 30 and may be renewed.
3. Criteria: Recognizes continued significant involvement in the intellectual life of the academic unit, such as teaching and other projects at the University. This appointment may be conferred upon a professor who retires at the rank of associate or assistant professor or an external appointee.
4. Grants: An Adjunct Professor may not apply for external grants through Carleton University.
5. Supervisory Status: An Adjunct Professor is not required to be active in research and may not supervise graduate students at the doctoral level. An Adjunct Professor may apply separately for authorization through the normal application process to co-supervise graduate students at the Masters' level.

**Scope**

This policy shall apply to the awarding of honorary and affiliated ranks at Carleton University of Professor Emeritus, Distinguished Research Professor, Adjunct Research Professor, and Adjunct Professor.

**Procedures**

The procedures to appoint honorary and affiliated ranks shall be provided separately in the document entitled “Guidelines for Carleton University’s Honorary and Affiliated Ranks” and shall be maintained separately by the Office of the Provost and Vice-President (Academic).

**Contacts**

Office of the Provost and Vice-President (Academic); Office of the Vice-President (Research and International); Office of the Dean, Faculty of Graduate and Postdoctoral Affairs.

**Links to Related Policies**

[Appointments In-Residence Carleton University](#)

[Chancellor’s Professors at Carleton University](#)

[Visiting Appointments at Carleton](#)

[Canada Research Professors](#)

[Emeritus Policy](#)