

Policy Name:	Senior Administrator Emeritus Policy
Originating/Responsible Department:	Office of the President
Approval Authority:	Senior Management Committee
Date of Original Policy:	January 2017
Last Updated:	January 2022
Mandatory Revision date:	January 2027
Contact:	Office of the President

Policy:

The President may confer the title of “Emeritus” to honour distinguished former Vice-Presidents, Provosts, Deans or University Librarians who have completed at least one full term of office of exemplary service to the University. The individuals concerned may apply or be nominated for this honour. The President will seek the advice of an ad hoc committee to review the nomination. The committee will be composed of one current Vice-President or Provost, one Dean and will include the President as chair. The committee will be named by the President and will not include the successor to any individual under consideration.

The title “Emeritus” is honorific and does not carry with it any entitlement to authority, rights, privileges, compensation or resources.

Vice-Presidents, Provosts, Deans and University Librarians Emeriti who are retired from Carleton University 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 Carleton policies for Honorary and Affiliated Ranks and Chancellor’s Professors and must comply with these policies as appropriate. An honorific may be removed, in the University’s sole discretion, when the holder of the honour has brought the honour and/or the University into disrepute.

Purpose:

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 Carleton University as a Vice-President, Provost, Dean or University Librarian.

Scope:

This policy applies to Vice-Presidents, Provosts, Deans and University Librarians. It is retroactive so those who left Carleton service prior to the adoption of the policy may apply. It is awarded on completion of term independent of actual retirement or subsequent employment at Carleton or elsewhere.

Procedure / Roles and Responsibilities:

The committee will be formed by the President on receipt of a nomination.

The President’s Office will report updates to the list of Emeritus Senior Administrators each year on or before June 30.

Contacts:

Executive Assistant to the President

Related Policies:

[Honorary and Affiliated Ranks at Carleton University](#)

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