

**Guidelines for the Awarding of University Professor Emeritus**

*Revised:  September 23, 2008,****November 5, 2010***

The Senate Honours and Awards Committee shall receive suggestions for and present to Senate nominations for University Professors Emeriti.

**1. Eligibility**

This category is open only to retired professors of the University of Guelph who held the rank of Professor upon retirement. A person employed full-time by the University in any capacity is not eligible.

**2. Criteria & Qualifications**

It is the expectation in electing professors to this category that they will continue their scholarly association with the University.

The prime criterion for nomination will be sustained, outstanding scholarship of such a level that it is recognized internationally. In determining which candidates within a department, school or college are suitable for nominations to this category, comparison should be made with professors who have retired during the past five years or are due to retire within the next five years.

**3. Nomination Process**

* The Committee will solicit nominations at least once annually, normally in the fall semester.  Nominations will be accepted at any time throughout the year.
* Suggestions for nomination to the category of University Professor Emeritus/a may be made by students, faculty, alumni or departments and should be forwarded to the University Secretariat for consideration by the Honours and Awards Committee of Senate.  **All faculty who have been awarded Professor Emeritus status should be considered for University Professor Emeritus.** Nominations must go through a college review process (usually Dean's Council) prior to coming to the Committee. Only those nominations endorsed by the Committee will be presented to Senate.
* Nominations to the category of University Professor Emeritus/a may be forwarded to Senate no earlier than six months prior to the retirement date of the faculty member.
* The Committee will forward its recommendations to a closed session of Senate. Senate will vote on each candidate individually.  Nominators will be informed of the outcome after Senate has received and voted on the recommendations.

**4. Documentation**

Documentation should include the nomination form, letter(s) of support, an up-to-date C.V. for the candidate and a 1-2 page summary which includes the following information:

*Career (salient features):*  this should list degrees earned and positions held.

*Scholarship:*a summary of the scholarly accomplishments of the candidate with reference to the nature and impact of their contributions.

*Awards and Honours:* any received, plus any positions of note within the discipline (i.e. editorship of a journal; executive member of a learned society, etc.).

*Summary:*a brief paragraph (250 words) summarizing the reasons for the nomination and commenting on the quality of the contribution made by the candidate. Nominators should be mindful that the summary will be forwarded to Senate and form the essence of the nomination on which Senate will base its decision to grant the honour of University Professor Emeritus/a.

The nomination form is available on the [University Secretariat website](https://www.uoguelph.ca/secretariat/node/191/).

The UPE should be viewed as an internal honorary degree and thus should only be conferred upon those scholars who are truly outstanding in their disciplines and have had significant impact in the field.

A nomination needs to particularly address the criteria identified in item 2 of these guidelines. With respect to the criteria for international recognition, the nomination material should **include evidence in the C.V. that speaks to the international impact of the nominees work.**

**5. Method of Presentation**

Public recognition of a University Professor Emeritus/a shall be given at a convocation and a certificate presented to each of those elected.

**6. Listing in University Calendars**

As further recognition, the names of the University Professors Emeriti will be listed in the Graduate and Undergraduate Calendars under the appropriate academic department or school.

**7. Privileges for University Professors Emeriti**

University Professors Emeriti shall have library privileges equal to those of faculty members, and shall have the right to participate in the academic processions of convocation, to attend departmental/school seminars, to hear outside speakers invited to the University, and to use the University as a mailing address for scholarly purposes. At the discretion of the Department Chair and the Dean, a University Professor Emeritus/a may be offered laboratory and/or office space and may be allowed to apply for internal and external grants.

University Professors Emeriti who continue to actively participate in the academic enterprise of the University are governed by the bylaws, rules, regulations, policies, procedures and practices of the University of Guelph, including those related to research.