



POLICY ON THE CONFERRAL OF THE TITLE OF DISTINGUISHED PROFESSOR EMERITI OR DISTINGUISHED LIBRARIAN EMERITI

Effective Date: December 15, 2023

Approval Authority: Senate

Supersedes /Amends: December 16, 2021

Policy Number: US-3

PREAMBLE

The designation of Distinguished Professor Emeriti or Distinguished Librarian Emeriti (the "Title") indicates that a faculty member or librarian has retired from Concordia University (the "University") and has been recognized for their exceptional accomplishments over the course of their career at the University.

SCOPE

This Policy applies to all individuals having occupied the position of full-time faculty member or librarian. The conferral of the title of Professor Emeriti or Librarian Emeriti, which is awarded to all faculty members and librarians retiring from the University in good standing, is not subject to this Policy.

PURPOSE

The purpose of this Policy is to establish the criteria and mechanism for conferring the Title.

POLICY

1. The Senate does not confer the Title to all retired or retiring full-time faculty members or librarians. It is limited to those who, in the judgment of Senate, have exceptional accomplishments over the course of their career at the University.
2. Recommendations for conferral of the Title are submitted to Senate by the Distinguished Professor Emeriti and Distinguished Librarian Emeriti Committee, as set out in the Membership and Functions of Senate Standing Committees.
3. Senate may confer the Title to recognize faculty members and librarians who meet all of the following criteria:

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- a. They have retired within the last 3 years or have formally declared their intention to retire from the University at or before the end of the current academic year;
 - b. They normally have held the rank of Professor or Senior Librarian and normally have been a member of a Faculty or the Library at the University for at least 10 years;
 - c. Over the course of their career, up to retirement, they have had demonstrable exceptional impact in their field and/or to the University, in one of the following categories, while maintaining good performance in the other two categories:
 - i. research or research creation;
 - ii. teaching or librarianship; or
 - iii. service.
4. The above criteria are circulated to all academic unit heads by their respective office of the Dean, and to all Associate University Librarians by the University Librarian on an annual basis.
 5. Nominations for the Title must originate within the University, and are made and received in accordance with the internal nomination process of each Faculty or the Library. Self-nominations are not accepted.
 6. The nomination review process is confidential, and, as such, committees involved in the process will not communicate with the nominees at any stage of the process, nor advise them that they have been nominated for conferral of the Title.
 7. Nomination letters must include sufficient information about the nominee's achievements to warrant serious consideration.
 8. Nominees are approved in accordance with the internal award process of each Faculty or the Library, and the relevant Dean or University Librarian submits approved recommendations supported by a statement of rationale and nominees' curriculum vitae

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to the Distinguished Professor Emeriti and Distinguished Librarian Emeriti Committee, who present positive recommendations to Senate for final approval.

9. Senate shall confer the Title on members of faculty who, at the time of retirement, hold the title of Distinguished Research Professor, without requiring a nomination as provided for in this Policy.
10. The Provost and Vice-President, Academic notifies the recipients of the Title once approved by Senate.
11. The Title is purely honorific and does not carry with it any entitlement to authority, rights, resources or privileges at the University.
12. The Title is not normally awarded posthumously, although the President, in consultation with the Provost and Vice-President, Academic, is at liberty to consider making an exception to this rule.
13. The term for a Title under this Policy is for the life of the individual, unless otherwise specified in the resolution of Senate conferring the Title.
14. In rare and exceptional circumstances, if the behavior of a recipient or maintaining their Title may harm or undermine the University's reputation, or may be found to be inconsistent with the mission and values of the University, the Title may be revoked or removed in accordance with the *Policy on Revocation of Awards and Other Types of Recognition* ([SG-15](#)).
15. A list of all individuals holding the Title granted pursuant to this Policy is maintained by the University Secretariat.
16. The overall responsibility for implementing and recommending amendments to this Policy shall rest with the Provost and Vice-President, Academic.

Approved by Senate on September 17, 2021 and December 15, 2023.