

TYPE:	Employment-Related
TITLE:	Employee Emeritus
NO.:	EMPL-302
RESPONSIBILITY:	Chief Administrative Officer & Associate Vice President, Human Resources
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	November 2020
REVISED DATE(S):	
REVIEW DATE:	November 2023

1. Introduction

Durham College will continue to build on its reputation for quality, academic leadership and student experience by recognizing outstanding contributions by employees through the honorary designation of Emeritus. Emeritus status may be granted to retired employees who have demonstrated exemplary service to the College.

2. Purpose

To recognize the outstanding contributions of retired employees.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

4.1. Emeritus status may be granted to a retired employee who has:

4.1.1. Attained retired status after a minimum of ten (10) years full-time service with Durham College;

4.1.2. Made contributions to the College that are generally accepted as being significantly beyond the norm; and,

4.1.3. A record of service to the College that is judged as exemplary.

4.2. The granting of emeritus status will be based on an exemplary record of performance in one or more of the following areas:

4.2.1. Position effectiveness (e.g. teaching, administration, service to students);

4.2.2. Professional contribution; and,

4.2.3. Service and support to the College and its communities.

- 4.3. Designated employee emeritus:
 - 4.3.1. Are included as members of the convocation platform party in the year of their appointment and may be asked to speak at the convocation ceremony;
 - 4.3.2. May receive invitations to participate in College public ceremonies such as convocations and appropriate social functions; and,
 - 4.3.3. May use the title of Emeritus, Durham College (e.g. Learning Facilitator Emeritus, Vice-President Emeritus, or Professor Emeritus).
- 4.4. The total number of employees holding the honorary title of emeritus will not exceed 10 per cent of the number of College full-time employees.
- 4.5. Nominations will be received by the Human Resources department as warranted. The designation is not necessarily awarded on an annual basis.

5. Procedure

- 5.1. Each nomination for emeritus status must include:
 - 5.1.1. Verification from Human Resources that the candidate is eligible for nomination on the basis of retirement status and length of service;
 - 5.1.2. A list of accomplishments and examples that demonstrate the candidate's superior performance; and,
 - 5.1.3. A description of the process and consultations used to make the nomination.
- 5.2. The Chief Administrative Officer will initiate a call for nominations each January to foster consideration of outstanding candidates for this prestigious designation.
- 5.3. Nominations for candidates for emeritus status should be sent to the Human Resources department.
- 5.4. In order for the designation to be granted and announced at a specific Durham College convocation ceremony, nomination packages must be received at least four months prior to the respective spring or fall ceremonies.
- 5.5. Nominations will be reviewed by a subcommittee composed of the Chief Administrative Officer and two other members of the Durham College Leadership Team.
- 5.6. The College President will bring the approved names forward to the Board of Governors for its information. The names of selected individuals for spring convocation must be ready for sharing at the May Board of Governors meeting and for fall convocation the names of selected individuals must be ready for the October Board meeting.

6. Roles and responsibilities

- 6.1. Colleagues can nominate employees for the emeritus designation.
- 6.2. Human Resources is responsible for coordinating the nominations and ensuring the designated review process takes place.
- 6.3. The Durham College Leadership Team will review nominations and make decisions on granting the designation.
- 6.4. The College President will bring approved names forward to the Board of Governors for its information.
- 6.5. The President's office will notify the recipient, and invite them to attend convocation.
- 6.6. The President's office will inform Communications and Marketing of the individual who will receive the emeritus designation.
- 6.7. Communications and Marketing prepares and frames an emeritus certificate which is provided to the Office of the President for presentation to the recipient at convocation.
- 6.8. Communications and Marketing will convey thanks to the primary contact for submitting the nomination and to advise of the DCLT decision.
- 6.9. Communications and Marketing will contact the recipient regarding attendance at convocation and will ensure the recipient's name and a brief bio are included in the convocation program. Communications and Marketing will assist in the preparation of speaking notes for the recipient if necessary. Communications and Marketing will post an announcement on ICE prior to convocation to inform the College community of the selection.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

Non-compliance with this policy and procedure could lead to reputational damage to the College and dilution of the prestige and value of the emeritus designation.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.

10. Related forms, legislation or external resources

- None.