



Senate Policy and Procedures Template

Senate Policy/Procedures Name	Cape Breton University Emerita/Emeritus Status Policy
Policy Number	PR-2025-02
Origin	Planning and Review
Authority	Senate
Date of Original Approval	
Supersedes	Emeritus Policy and Senior Scholar Criteria Policy
Senate Approval Dates	2018, 2025
Effective from	2025.06.06
Review/Retirement Date	2030
Responsibility for Revision	Planning and Review
Responsibility for Implementation	Deans

Cape Breton University Emerita/Emeritus Status Policy

1. Purpose

- 1.1. Emerita/Emeritus status recognizes academic and/or administrative contributions while fostering an enduring partnership between the individual and the institution. This designation celebrates a legacy of excellence and provides a pathway for continued voluntary engagement through scholarly collaboration, mentorship, and participation in university initiatives, enriching both the retiree's intellectual pursuits and the institution's academic community.
- 1.2. This policy celebrates the valuable contributions of retiring faculty members and encourages their continued engagement in the academic life of Cape Breton University, fostering a rich and diverse community of scholars and educators.

2. Definitions:

- 2.1. The term faculty is used broadly to include librarians and instructors.

3. Eligibility and Conferral

- 3.1. Cape Breton University (CBU) offers the honorary title of Emeritus or Emerita to retiring faculty members who have rendered a minimum of ten years of full-time service to the University. Exceptional applicants who have served less than 10 years may also be considered.
- 3.2. The title will include the individual's rank upon retirement (e.g., Assistant Professor Emeritus, Librarian Emerita, Senior Lab Instructor Emeritus).

4. Expectations and Contributions

- 4.1. Recipients of Emerita/Emeritus status are encouraged to voluntarily engage in academic life in various ways, including but not limited to:
 - 4.1.1. Conducting research and scholarly activities
 - 4.1.2. Teaching and mentoring students or junior faculty
 - 4.1.3. Participating in service and administration (e.g., program development, committee work)
 - 4.1.4. Delivering community lectures and workshops
 - 4.1.5. Contributing to the University's academic and cultural initiatives
- 4.2. Emerita/Emeritus faculty must remain familiar with and abide by University policies applicable to their engagement, including policies governing conduct, such as the Respectful Campus Policy.
- 4.3. These activities allow Emerita/Emeritus faculty to maintain their connection with the University community while sharing their valuable expertise and experience.

5. Privileges and Benefits

- 5.1. To support their continued engagement, Emerita/Emeritus faculty will be granted the following privileges and benefits:
 - 5.1.1. Continued access to the University library and its resources
 - 5.1.2. Research support (if actively engaged in research projects, e.g. space when available and financial account maintenance).
 - 5.1.3. A CBU identification card and University email.
 - 5.1.4. Access to digital services (e.g. Office and Adobe) when warranted with the approval of the Dean/VPA.
 - 5.1.5. Use of athletic and health facilities (subject to the same conditions that apply to all faculty).
 - 5.1.6. Eligibility for retirees group benefits established by the university.

- 5.2. These privileges aim to facilitate the ongoing contributions of Emerita/Emeritus faculty to the academic and social fabric of Cape Breton University.

6. Application and Approval Process

- 6.1. Eligible academic members interested in receiving Emerita/Emeritus status should submit a formal request to their department chair or immediate supervisor normally two months prior to their anticipated retirement date
- 6.2. The application should include a curriculum vitae detailing the member's academic achievements, service, and contributions to the University community.
- 6.3. The relevant department or unit will review the application and forward a recommendation to the Dean or appropriate administrative head. The final decision to grant Emerita/Emeritus status rests with the President, upon recommendation from the Dean and VP Academic.
- 6.4. The Emeritus appointment shall be for a period of five years, renewable upon application and review of continued contributions to the department and university.

7. Review and Revocation

- 7.1. Cape Breton University reserves the right to review and, if necessary, revoke Emerita/Emeritus status in cases of misconduct or actions that may harm the reputation of the University
- 7.2. Such decisions will be made after careful consideration and in accordance with established University procedures.