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| Section:     | Administration (AD)             |
| Subject:     | Organization of the Institution |
| Legislation: |                                 |
| Effective:   | April 27, 2017                  |
| Revision:    |                                 |

**APPROVED:** \_\_\_\_\_  
**President and CEO**

## **POLICY**

The policy of the Board of Governors is to recognize and honor SAIT employees who have made significant contributions to SAIT and to the achievement of SAIT's mission.

## **PROCEDURE**

### **PHILOSOPHY**

The term "Emeritus" is an honorary title that may be awarded to a retired SAIT employee who has provided distinguished service to SAIT, as shown through the employee's contributions to teaching, scholarly activity, research, service to SAIT and the community, and/or leadership in administration.

### **GOVERNING PRINCIPLES**

1. An award of Emeritus status normally lasts for the lifetime of the retired employee, subject to section D of this procedure.
2. In a case where Emeritus status is awarded posthumously as per paragraph A.2 of this procedure, that status lasts for five years from the date that the Emeritus status was awarded.
3. The award of Emeritus status carries no remuneration or official duties with it.

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## PROCEDURE

### A. Eligibility

1. A Sait employee is eligible to be considered for Emeritus status upon retirement from Sait, subject to final approval as set out in Section B of this procedure, after:
  - a) 10 years of service to Sait, in the case of an employee other than the president and CEO or the vice presidents, or
  - b) 5 years of service to Sait, in the case of the president and CEO or the vice presidents.
2. Emeritus status may in exceptional cases be granted posthumously.
3. Emeritus status may in exceptional cases be granted to a retired employee who has less than the required length of service set out in paragraph A.1 of this procedure.

### B. Approval Process

1. Employee Services will annually provide the Office of the President with the names of all retiring Sait employees eligible for Emeritus status.
2. In the case of an employee other than the president and CEO or the vice presidents, Executive Management Committee shall review that employee's nomination and shall either confirm or deny the awarding of Emeritus status to that employee.
3. In the case of the president and CEO or the vice presidents:
  - a) The Executive Committee of the Board of Governors shall review that employee's nomination and shall recommend to the Board of Governors whether to confirm or deny the awarding of Emeritus status to that employee;
  - b) The Board of Governors shall, in a closed session, consider the Executive Committee's recommendation and shall either confirm or deny the awarding of Emeritus status to that employee.

### C. Privileges

1. A retired employee who has been awarded Emeritus status is eligible for the following privileges:

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- a) A SAIT e-mail account and ID card.
  - b) Attending and sitting with faculty at SAIT's convocation ceremonies.
  - c) Being named in official institutional documents as appropriate and applicable, such as in SAIT's Academic Calendar.
  - d) Being recognized by name at the next convocation ceremony after having been awarded Emeritus status.
  - e) Invitations to special events at SAIT.
  - f) Lifetime SAIT Library borrowing privileges.
  - g) SAIT business cards noting the Emeritus status.
  - h) Use of the applicable school/department's official SAIT letterhead.
  - i) Use of the title "Emeritus".
  - j) Such other privileges that SAIT's president and CEO deems appropriate in the case of a retired employee other than the president and CEO or the vice presidents, or that the Chair of the Board of Governors deems appropriate in the case of a retired president and CEO or retired vice presidents.
2. A retired employee who has been awarded Emeritus status is encouraged to continue contributing to SAIT by;
    - a) Working with ARIS on applied research projects, as applicable and appropriate,
    - b) Serving on SAIT committees and councils that would benefit from that employee's knowledge, expertise, and experience.

#### **D. Revocation of Emeritus Status**

1. SAIT may at its sole discretion revoke the award of Emeritus status and the privileges accompanying that award if:
  - a) The retired employee brings or is likely to bring SAIT into disrepute; or

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- b) SAIT believes that such revocation is warranted.
2. The decision to revoke an award of Emeritus status will be communicated in writing to the retired employee by:
- a) The president and CEO, in the case of an employee who was not the president and CEO or a vice president, or
  - b) The Chair of the Board of Governors, in the case of an employee who was the president and CEO or a vice president.

### **POLICY/PROCEDURE REFERENCE**

AD.1.10      Honorary Awards policy

**PROCEDURE**

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