

**FACULTY OF MEDICINE
GUIDELINES FOR RECOMMENDING
EMERITUS STATUS**

In 1985 the University of Calgary established procedures concerning Emeritus status.¹ Retiring members of the teaching staff may be awarded the title of Professor Emeritus or Associate Professor Emeritus. Eligibility for consideration is based on two criteria: (a) retirement from the academic staff of The University of Calgary following a minimum of ten years service while holding a continuing, contingent or limited term (full or part-time) Board of Governors appointment, and (b) completion of a distinguished career.

The Faculty of Medicine wishes to ensure Emeritus status is reserved for retiring² faculty who, in the opinion of the Dean and on the advice of the Faculty Promotions Committee, have completed a distinguished career. The Faculty has therefore established guidelines concerning the criteria and procedures for recommending Emeritus status.

Criteria

1. In the Faculty of Medicine, a recommendation for Emeritus status will normally be made only in the case of an individual:
 - a. who is held in high regard by peers and whose achievements have been recognized nationally and/or internationally. Evidence of such recognition by external professional or academic bodies might take the form of a prestigious research award or service as president of a major international society;
 - b. who is not assuming an academic position at another institution; and
 - c. who is agreeable to being recommended for Emeritus status.

¹ Approved by FPC (267th meeting, 1984-11-22) and the Board of Governors (1985-01-24).

² Retirement is interpreted to include resignation.

2. The criteria for a distinguished career are the same as those for promotion to the rank of full Professor³ since these normally indicate a distinguished career. Thus, an individual who is retiring from the rank of full Professor would normally have met the criteria.
3. A recommendation for status as Associate Professor Emeritus would only be made in exceptional circumstances and would require evidence of major contributions in at least two of the areas of education, research/scholarship and/or service/administration.

Procedures

In addition to the procedures set out by the University (see attached Appendix), the following procedures will be followed in the Faculty of Medicine:

1. The Department Head(s) of the eligible retiring staff member will determine the individual's willingness to accept Emeritus status before forwarding a written recommendation to the Faculty Promotions Committee (FPC). When an individual is unwilling to accept Emeritus status, the Department Head will report this information in writing to the Dean. The Dean will advise FPC and the University accordingly, instead of making any recommendation concerning Emeritus status.
2. At least one week prior to the annual meeting of FPC two internal reviewers who are members of FPC will be assigned to review the recommendation and curriculum vitae submitted by the Department Head(s) concerning the Emeritus candidate.
3. FPC will review the recommendation made by the Department Head(s) and hear the advice of the internal reviewers. Based on the written and verbal information, FPC will make a recommendation to the Dean.
4. The Dean will forward to the General Promotions Committee a recommendation in accordance with University procedures.

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Approved: Department Heads meeting, November 18, 1996

³ Faculty of Medicine's Criteria for Appointment, Promotion and Merit Increment of Full-time Faculty, approved by Faculty Council in 1995 (or as amended).