

# **GUIDELINES FOR LIBRARIANS AND FACULTY EMERITUS<sup>♦</sup>**

## **OFFICE OF THE VICE-PRESIDENT ACADEMIC AND PROVOST**

When a Faculty Member or Librarian decides to retire from the University, Senate Policy # 2600 provides that he or she will be offered the title of “Emeritus”. In the case of a Librarian, the title will be Librarian Emeritus; a Faculty Member will retain his or her academic rank or position, with “Emeritus” added. While the title does not imply legal or contractual obligations, it is an expression by the University and the Faculty Member or Librarian of their mutual desire to maintain a public and ongoing affiliation.

The University’s Strategic Plan of 2007 states in Objective 8 that the University will seek *“To engage retirees who are willing and able to make significant contributions in research, teaching and other important aspects of the life of the university.”* This objective will no doubt be pursued through many avenues; however, one important aspect of that engagement can be found in continued association with the University through its academic programs. These guidelines are intended to provide some parameters within which that involvement may be achieved. The needs of the University, its employees, the community which it serves and the retired person must all be taken into account in individual situations.

Recognizing the foregoing factors and principles, the following are some guidelines for units in encouraging their involvement of retired Faculty Members or Librarians.

### **1. Teaching and Professional Work**

Formal engagement of retired Faculty Members and Librarians, in accordance with the relevant University policies and in accordance with the individual’s qualifications, may involve some or all of the following:

- Supervision of graduate students, as authorized by the Faculty of Graduate Studies;
- Teaching appointments in the appropriate appointment category;
- Contracts for a variety of projects;
- Honorary appointments such as Adjunct Professor or other non-remunerated appointment categories;
- Continued involvement in local, national or international scholarly or professional bodies as a University of Victoria representative;
- Special assignments or projects on behalf of the University (remunerated or voluntary).

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<sup>♦</sup> This document is not a University Policy. It is issued as an administrative guideline under the authority of the Vice-President Academic and Provost.

In addition, we recognize that retired Faculty Members and Librarians engage in many aspects of service of a more informal nature, such as guest lectures, visits and ongoing professional work, which should continue to be encouraged. Such efforts are important and deserving of our recognition and thanks.

## **2. Research**

The University is a community of scholars and, as such, honours and encourages the ongoing research and intellectual engagement of its retired Faculty and Librarians. In accordance with the eligibility requirements for granting agencies, the University will facilitate and support research post-retirement. However, the support provided must be consistent with the priorities of the unit and must not compromise the unit's ability to carry out its mission or to support the careers of scholars who are current employees.

Collaboration with colleagues who may be able to share space and resources is encouraged.

The following provisions apply to research carried on post-retirement:

- A Chair who approves a research grant application for a grant that will extend beyond the date of retirement must state in writing that the space needed to carry out the research is available or, if no space is available, that the Chair has received a signed memorandum from the researcher indicating that a space commitment is not required. This memorandum must be copied to the Office of Research Services and, where required, the granting agency must be notified of any limits on the support to be provided.
- Space must continue to be allocated in accordance with the unit's priorities. If available, space for researchers post-retirement may be shared, allocated from year to year or rearranged by the unit in accordance with the needs of continuing employees.
- Provided adequate support is available, the University may facilitate a grant application and administer the funds, if awarded, under the usual policies.
- Equipment purchased with grant funds or through the professional expense reimbursement plan may continue to be accessible to a retired researcher through special arrangement with the Chair to continue its use, subject to departmental needs, for the remaining term of the research grant.

## **3. University Services**

The University will offer, as a matter of course, to all persons holding the title "Emeritus", the following services:

- Their email accounts will be continued;
- Library privileges will continue;
- A recreation pass is available to members of the Retirees' Association on the same basis as for regular faculty and staff;
- Self-paid benefits plans are available through the University's normal carrier; and
- At the request of the person, a listing in the appropriate University directory.

Where the retired person has undertaken formal responsibilities of teaching or contractual service to the unit, the unit will provide the level of service and the space required to carry out those responsibilities. This may include office space, support services and mail service that are needed to accomplish the contracted work. Where office or research space is made available, post-retirement, basic telephone service and listing will be maintained.

In other cases, such as research carried on post-retirement or informal arrangements, equipment, supplies and services (including printing, photocopying, voice mail, etc.) may be provided on a fee for service basis by arrangement with the relevant unit, provided the unit's staffing levels and priorities permit.