

# Nomination Package: Emeritus/Emerita Appointments

## INTRODUCTION AND ELIGIBILITY

Emeritus/Emerita is an honorary appointment awarded to a retired employee for distinguished service and commitment to Kwantlen Polytechnic University (KPU) for a minimum period of ten years before retirement and establishes a relationship that is both symbolic and active. Emeritus/Emerita appointments are for life. However, the designation may be terminated by Senate if the individual brings KPU into disrepute.

The emeritus/emmerita appointment anticipates the continuation of that commitment past retirement. Members of the University community are invited to nominate candidates for the designation.

All persons who have demonstrated commitment to KPU or the appropriate Faculty, school, or department and have a minimum of 10 years of service before retirement are eligible for nomination.

## CRITERIA

There are no fixed criteria for the selection of the designation, although generally nominees will have demonstrated commitment to KPU or the appropriate Faculty, school or department.

Nomination for the designation must include all of the following:

- 1) A letter of nomination signed by a minimum of five signatories.
- 2) Demonstration of past exemplary and significant contributions internal and external to KPU, the faculty, school or department for which the employee is held in high regard.
- 3) A description of the value of the award to facilitate the nominee's ongoing relationship with KPU, the faculty, school or department, as well as the anticipated nature of that ongoing participation.
- 4) A *curriculum vitae*.
- 5) A statement from the nominee outlining how an Emeritus/Emerita appointment would support the nominee's intended future participation with KPU, including specific demonstration of the intent to continue and further contribute.

Nominations must include a completed Emeritus / Emerita Nomination Form. It is in the best interest of the nominator to supply as much information as is relevant and available.

Please note: All information submitted on behalf of the nominee will be kept confidential.

### Collection Notice:

The Senate Office is collecting personal information on this nomination form pursuant to 26(c) of British Columbia's Freedom of Information and Protection of Privacy Act ("the Act") for the purpose of exercising the powers of Senate under section 37(1) of the University Act to facilitate nominations for awards. Personal information can be collected indirectly through the nomination process under 27(1)(c) of the Act, but the personal information provided on this form must be limited to what is specifically requested. If you have any questions about how personal information of nominees is managed through the nomination and award process, please contact [senate@kpu.ca](mailto:senate@kpu.ca).

# Emeritus/Emerita Appointment: Nomination Form

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## SELECTION PROCESS

Given current evolving definitions of Faculty, the Senate Standing Committee on Tributes will consider each nomination on a case-by-case basis. Recommendations of the Senate Standing Committee on Tributes will be forwarded to Senate for its consideration and selection.

## RECOGNITION

Awards will be acknowledged at one of the convocation ceremonies.

### **Please return the completed Nomination Form and dossier to:**

Chair, Kwantlen Senate Standing Committee on Tributes  
c/o Michelle Molnar, Administrative Coordinator, University Senate  
Langley Campus  
20901 Langley Bypass  
Langley, BC V3A 8G9

Tel: 604.599.2357  
Email: [michelle.molnar@kpu.ca](mailto:michelle.molnar@kpu.ca)

Nomination forms are available on the Senate website  
<https://www.kpu.ca/senate/committees/submission-forms>

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## NOMINATION DETAILS:

Nominee Name:

Name of contact person/representative, if contact person is not the nominee:

Nominee's current address and telephone number:

Nominee's past title and position:

## NOMINATION SUBMITTED BY:

Nominator's Name:

Nominator's contact details (phone and email):

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Nominator Signature:	Date:

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Nominator's Name:

Nominee Name:

Please state why you feel this nominee should be awarded an Emeritus / Emerita honorary appointment:  
*(if more room is required, please attach your statement to this form).*