

INSTRUCTOR EMERITUS

TITLE OF THE POLICY			
Effective Date	October 8, 2026	Policy Type	Academic
Responsibility	Vice-President Academic	Related Policies	N/A
Approval Authority	Academic Council	Review Schedule	Every 5 years

1. Policy Statement:

- 1.1. The honorary designation of Instructor Emeritus is awarded by Northwestern Polytechnic (NWP) to former faculty members in recognition of meritorious teaching, scholarship, and service.

2. Background

- 2.1. Bestowing the title of Instructor Emeritus recognizes the value eligible faculty members have earned due to their service with NWP.

3. Policy Objective

- 3.1. To govern the recognition of meritorious faculty service to Northwestern Polytechnic.

4. Scope

- 4.1. This policy applies to eligible faculty members.

5. Definitions

- 5.1. “Eligible Faculty Member” A faculty member who has left employment with the Polytechnic and has at least 15 years of instructional service with Northwestern Polytechnic.

6. Guiding Principles

- 6.1. NWP will award the title “Instructor Emeritus” to an eligible faculty member in honour of their service with the Polytechnic.
- 6.2. The Instructor Emeritus title represents no entitlement to authority, rights, privileges or resources, nor does it imply an employment or research relationship between NWP and the Instructor Emeritus titleholder. See Appendix 1 for privileges.

INSTRUCTOR EMERITUS POLICY

- 6.3. Eligible faculty members are nominated by two of their colleagues and supported by the Dean and Academic Department for Instructor Emeritus. See Appendix 2 for procedure.
- 6.4. Instructor Emeritus titleholders are encouraged to display and promote their continuing affiliation with NWP but in no way are required to do so.

7. Roles and Responsibilities:

Stakeholder	Responsibilities
Academic Council	Review, approve, and formally support this policy
Vice-President Academic	Review and lead revision to this policy.
Dean	Review and formally support this policy.
Academic Departments	- Review and formally support this policy. - Follow procedures for nomination of a candidate.

8. Exceptions to the Policy

- 8.1. NWP Executive or Board of Governors at its sole discretion may revoke the Emeritus status and the privileges accompanying that award.

9. Inquiries

- 9.1. Inquiries regarding this policy can be directed to the Vice-President Academic.

10. Revision history:

- 10.1. Approved by Academic Council: March 10, 2003
- 10.2. Revised and approved by Academic Council: February 10, 2005
- 10.3. Revised and approved by Academic Council: February 9, 2007
- 10.4. Revised and approved by Academic Council: January 10, 2008
- 10.5. Revised and approved by Academic Council: November 8, 2012
- 10.6. Recommended by Academic Council: November 3, 2022
- 10.7. Approved by Board of Governors: December 15, 2022

Appendix 1 – Privileges of Instructor Emeritus

1. Emeriti will appear in NWP's Calendar.
2. Emeriti will receive a parchment of the Instructor Emeritus designation signed by the NWP Board of Governors Chair and the President.
3. Emeriti will receive lifetime access to the Learning Commons.
4. Emeriti will receive a lifetime email address.
5. Emeriti will receive alumni news and invitations to special events at NWP.
6. Emeriti may request and receive a membership to the NWP Fitness Centre.
7. Emeriti will be recognized at an employee event organized by Human Resources.

Appendix 2 – Instructor Emeritus Procedure

1. An eligible faculty member is nominated by two faculty members typically in the nominee's home Department.
2. The nominee signs the consent form to receive the Instructor Emeritus designation associated privileges.
3. The nomination form and the consent form are presented for approval at a department meeting after the faculty member's employment has concluded. The nomination form and the consent form are presented to the Dean for approval and signature.
4. The Department Chairperson and the Department Assistant taking minutes sign the Department Approval Form.
5. The nomination form, consent form, and Department approval are sent to Academic Council. Instructor Emeritus designation will be granted by a majority vote of Academic Council.
6. Following approval by Academic Council the Academic Council Assistant will E-mail Executive Assistant to the Vice President Academic so that a parchment may be printed for the emeritus. President and Board of Governors Chair sign the parchment, and the Northwestern Polytechnic seal is applied.
7. The Executive Assistant to the Vice President will prepare a letter to the Instructor Emeritus to be signed by the Chair of Academic Council congratulating them on their designation and outlining the benefits of the designation. This letter should be copied to the Board of Governors Chair, President, Vice President Academic, Dean, Chairperson, Human Resources, Community Relations, Learning Commons, Communications, Information Technology Help Desk and Manager of Development and Alumni. This letter should accompany the instructor emeritus' parchment.
8. All packages being sent to approved Instructor Emeriti should include the following:
 - 8.1. Covering Letter signed by Academic Council Chair
 - 8.2. Copy of the Instructor Emeritus Academic Policy for reference
 - 8.3. Parchment provided by Executive Suite
9. The Executive Assistant will send to Department for presentation to instructor. If the Instructor does not live locally the Executive Assistant to the Vice President will mail the package to the recipient. The Executive Assistant to the Vice President will:
 - 9.1. Add dates delivered in Instructor Emeritus Designation spreadsheet which is kept on the Senior Admin Shared drive.
 - 9.2. Keep an electronic copy of letter.

Appendix 3 – Instructor Emeritus Forms

Nomination Form

We, _____ and _____,
nominate _____ for the honorary designation of Instructor Emeritus.

Signature _____

Date:

Signature _____

Date:

Consent Form

I, _____, voluntarily agree to the honorary designation of Instructor Emeritus as awarded by Northwestern Polytechnic to retired faculty members in recognition of meritorious services. I certify that I meet the following requirements:

- I have at least 15 years of meritorious teaching, scholarship, and service to NWP
- I will no longer be employed by NWP at the time of designation

Signature _____

Date:

Witness _____

Date:

Department Approval Form

Date of Department Meeting where nomination was approved: _____

Chairperson Name: _____

Chairperson Signature: _____

Date:

Department Assistant Name: _____

Department Assistant Signature: _____ Date:

Dean Approval

Signature _____

Date: