

AD.1.10.1 EMERITUS STATUS	
Section:	Administration (AD)
Subject:	Organization of the Institution
Legislation:	
Effective:	April 27, 2017
Revision:	March 12, 2025

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) Ten years of service to SAIT, in the case of an employee other than the president and CEO or the vice presidents, or
 - b) Five 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. The Human Resources department will annually provide Management Council leaders with the names of retiring SAIT employees eligible for Emeritus status within their respective portfolios.
2. A dean/director/AVP may nominate an eligible employee other than the president and CEO or the vice presidents for Emeritus status by submitting a nomination to the Emeritus Award Selection Committee. The Terms of Reference for this committee are attached as Schedule A, an Associated document to this procedure.
3. The Executive Committee of the Board of Governors may nominate an eligible president and CEO or an eligible Vice President for Emeritus status by submitting a nomination to the Emeritus Award Selection Committee. The Terms of Reference for this committee are attached as Schedule A, an Associated document to this procedure.
4. The Emeritus Award Selection Committee shall review that employee's nomination and make a recommendation to Executive Management Council (in the case of an employee other than the president and CEO or a vice president) or to SAIT's Board of Governors (in the case of the president and CEO or a vice president), whether to confirm or deny the awarding of Emeritus status to that employee. This

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recommendation is based on a review of the employee's contribution in teaching, scholarly activity, research, service to SAIT and the community, and/or leadership in administration.

C. Privileges

1. A retired employee who has been awarded Emeritus status is eligible for the following privileges:
 - a) Being named in official institutional documents as appropriate and applicable, such as in SAIT's Academic Calendar.
 - b) Being recognized by name at an employee event organized by the People and Culture Division, such as, for instance, the Star Awards.
 - c) Invitations to special events at SAIT, such as convocation.
 - d) Lifetime SAIT Library borrowing privileges.
 - e) Retention of a SAIT e-mail account and ID card.
 - f) SAIT business cards noting the Emeritus status.
 - g) Use of the applicable school/department's official SAIT letterhead.
 - h) Use of the title "Emeritus" at the rank held upon retirement.
 - i) 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 the Applied Research and Innovation Services department on applied research projects or other research programs, as applicable and appropriate, through specific post-retirement agreements.
 - b) Serving on SAIT committees and councils that would benefit from that employee's knowledge, expertise, and experience.

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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
 - 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.

ASSOCIATED DOCUMENTS

Schedule A Emeritus Status Committee – Terms of Reference (under development)

POLICY/PROCEDURE REFERENCE

AD.1.10 [Honorary Awards policy](#)

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