

## Special Appointments

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The Special Appointments Committee is a subcommittee of the Senate Governance Committee. It has responsibility for the recommendation of appointments of Distinguished University Professors, Honorary Professors and in certain cases professors' *emeritae/emeriti*. The Senate Governance Committee has the final authority in such matters. The committee is composed of the President, (Chair), the Provost and Vice-President, Academic, four senior faculty representatives from different disciplines, one student representative, and a non-voting Equity Assessor. In adjudicating nominations for Distinguished University Professor, the core group is joined by two external accomplished academics selected by the core group. In the case of selection of Honorary Degree recipients one member of the Board of Governors shall be added to sub-committee. An equity assessor participates in all Special appointment processes. This document describes the process followed by the committee and the University Secretariat for each type of nomination.

### Professor Emerita/Emeritus

**Under current regulations, as set out below, the appointment of a professor *emerita/emeritus* is often automatic. The Committee makes recommendations in those cases where this is not the case.**

#### **Senate Bylaw 20**

Emeritus/Emerita Professor, Librarian IV, Associate Professor, or Librarian III: A professor, associate professor, librarian IV, or librarian III emerita/emeritus is a faculty member or librarian who has retired or ceased employment at the University, at the rank of professor, associate professor, librarian IV, or librarian III, with a minimum of 10 years of continuous service at the University of Windsor. The granting of the award is automatic, subject to the candidate accepting the honour. \* If accepted, the President will present the name(s) to the Senate and the Board of Governors for information.

**\* Faculty members and librarians who fall within this category will receive a letter, sometime following their retirement date, asking them to confirm that they wish to accept this honour and it will thereafter be conferred automatically.**

Professors, associate professors, librarian IVs and librarian III's who do not meet the minimum required years of continuous service, but have demonstrated excellence in teaching, research/scholarship/creative activity or librarianship activity, and commitment and service to the University can apply or be nominated for this award, in which case the Special Appointments Committee will adjudicate completed applications/nominations.

#### **Note:**

- An *emeritus/ta* professor or associate professor may also be appointed as member of graduate faculty and serve in any capacity on a graduate student's research committee.
- Recipients will be entitled to receive recognition in the university academic calendars and will be eligible to apply for research funding from external research granting agencies.

A nomination or application for a candidate must be submitted to the Office of the University Secretariat, by November 15<sup>th</sup> of each year. Please note that late submissions will be considered in the next academic year.

The documentation must include:

1. a letter of nomination or application
2. a letter of appraisal of the application from the Dean or University Librarian
3. a complete career *curriculum vitae*, preferably submitted in the format required by UCAPT.
4. \*the candidate's teaching scores the past ten years, provided in the form used by UCAPT.
5. if applicable, the number of graduate students supervised.

\*Teaching related documents are not required for librarian *emerita/emeritus*. Other documents may be requested by the committee, if appropriate.

Recommendations will then be forwarded to the Senate Governance Committee for approval. The chair of the Senate Governance Committee will provide the President with the names of the successful candidates. The President will then present these names to the Board of Governors.

The complete package is to be submitted to Tiffany Brown in the University Secretariat at [tiffanyb@uwindsor.ca](mailto:tiffanyb@uwindsor.ca).