

ABOUT THE AWARD

Emeriti is an honorary, lifetime appointment awarded to a retired employee for distinguished service and academic contributions to Kwantlen Polytechnic University (KPU) and establishes a relationship that is both symbolic and active.

The appointment recognizes an employee's distinguished performance and high standing among peers and colleagues, and anticipates the continuation of their academic contributions to KPU beyond retirement.

Emeriti appointments are for life; however, the designation may be terminated by Senate if the individual brings KPU into disrepute.

ELIGIBILITY

Nominees must be retired KPU employees who have demonstrated exemplary and significant academic contributions to KPU or the appropriate faculty, school, or department, and will normally have completed a minimum of ten years of service before retirement.

WHO MAY NOMINATE

Nominations may be submitted by members of the University community or by nominees through self-nomination. Self-nominations are assessed using the same standards and expectations as other nominations.

SELECTION CRITERIA

There are no fixed criteria for an emeriti appointment. Nominations are strongest when they clearly address:

- The nature and length of the nominee's service to KPU.
- The nominee's exemplary and significant academic contributions.
- Evidence of outcomes, influence, or lasting impact of the nominee's work on students, colleagues, their discipline(s), KPU, or the broader community.
- The esteem in which the nominee is held by students, colleagues, or institutional partners.
- Why granting the appointment would be appropriate and beneficial to KPU.
- The appropriateness and value of an ongoing relationship between the nominee and KPU.

NOMINATION PROCESS

Nominators must complete a nomination form ([online](#) for current KPU employees or the [fillable PDF](#) for self-nominators without an active KPU account) and submit a complete nomination dossier.

Nomination Dossier

The nomination dossier provides expanded context and supporting details for the nomination. It must provide focused, outcome-based evidence of the nominee's significant contributions, accomplishments, and impact.

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Each document submitted as part of the dossier must be in PDF format. All text prepared specifically for the nomination—including the nomination rationale, collective letter of nomination, nominee statement, CV, and evidence summaries—must use a font size of at least 11 points.

Taken together, the entire dossier must not exceed 20 pages, including all appendices and supplementary material. Every page of every document counts toward this limit. Dossiers that are incomplete or exceed the 20-page limit will be returned.

A complete nomination dossier must include the following components:

1. **Nomination Rationale** (not to exceed 2 pages): The nominator or self-nominator must provide a written case explaining why the nominee merits an emeriti appointment, with reference to the nominee's distinguished service, exemplary and significant academic contributions, and impact. The rationale should not merely reproduce the nominee's curriculum vitae. Instead, it should present a clear, outcome focused justification for the award by:
 - Identifying three to five of the nominee's most significant contributions.
 - Explaining why those contributions are exemplary and significant.
 - Describing their influence, outcomes, or impact.
2. **Letter of Nomination** (not to exceed 3 pages): Each nomination must include **one collective letter signed by a minimum of five individuals** who have sufficient knowledge of the nominee's contributions and impact. While the Nomination Rationale presents the case for the appointment, the Collective Letter of Nomination provides external validation of that case.

The letter must identify each signatory's role or relationship to the nominee and the basis of their knowledge. Taken together, the signatories should provide substantive support for the nomination rather than endorsements based solely on the nominee's positions, titles, or participation.

Signatories should reflect perspectives relevant to the principal contributions described in the nomination. For example:

 - Where the nomination prominently concerns student development, at least one relevant student perspective should be included.
 - Where the nomination relies on external partnerships, a perspective from the relevant partner organization should be included.
 - Where the nomination emphasizes institution-level contributions, at least one perspective should come from an individual in a leadership role.
3. **Evidence of Exemplary and Significant Contributions:** Provide focused documentation that demonstrates

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the nominee's academic contributions, both within and beyond KPU, and to the faculty, school, or department where they are held in high regard. The evidence should:

- Substantiate three to five of the nominee's most impactful contributions
- Demonstrate why those contributions are exemplary and significant
- Show the scope, influence, outcomes, or lasting impact of the work

Depending on the nature of the contribution, supporting evidence may include but are not limited to:

- Teaching and student impact:
 - curriculum or program-development records
 - examples of teaching innovations
 - selected student or alumni perspectives
 - teaching-related awards and recognition
- Research, scholarship, or creative activity:
 - selected publications, presentations, performances, exhibitions, or other scholarly or creative works
 - citation or review information
 - scholarly grants and awards
- Service to the University, profession, or community:
 - records of significant committee, governance, professional, or community work
 - policies, programs, partnerships, or initiatives developed or improved through the nominee's involvement
 - evidence of resulting organizational or community benefits
 - informed perspectives from those impacted by the nominee's work
- Leadership or mentorship:
 - evidence of initiatives led, organizational improvements, or sustained institutional change
 - perspectives from colleagues or mentees
- Other academic or institutional impact:
 - institutional records, reports, awards, external recognition, or informed testimonials demonstrating the reach, significance, or lasting effect of the nominee's contributions

Submissions should focus on quality, relevance, demonstrated impact, and clear supporting evidence rather than the quantity of material provided. A list of positions, activities, or accomplishments is not sufficient on its own; the documentation should explain the nominee's specific role, what resulted from the contribution, and why the outcome was significant.

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Longer documents should be included in full only when the complete document is necessary to demonstrate the nominee's contribution or impact. Otherwise, include only the relevant excerpts and provide enough context for the Committee to assess the evidence.

For materials not included in full, or materials that cannot be included in a PDF, provide an accessible link to the complete item. For each linked item, identify its title, source, and date and provide a concise summary and an explanation of how it supports the nomination.

4. **Statement on the Value of the Appointment and Intended Future Participation** (not to exceed 3 pages):

The nominee must provide a statement describing the value of an emeriti appointment in facilitating their ongoing relationship with KPU and how the appointment would support their intended future participation.

The statement should:

- Explain how the appointment would facilitate or strengthen the nominee's ongoing relationship with KPU or the relevant faculty, school, department, or other University unit.
- Describe the value of that continuing relationship to the nominee and to KPU.
- Identify the anticipated nature and realistic forms of the nominee's future participation.
- Identify areas in which the nominee intends to continue or further contribute.
- Describe any relevant conditions, limitations, or capacity considerations.

Where applicable, the statement should also describe how the nominee's proposed future participation may support any of KPU's [institutional priorities](#), including teaching and learning excellence, student success, applied research, community engagement, sustainability, creativity, equity, diversity, inclusion, accessibility, reconciliation, anti-racism, or service to KPU or the broader community.

Please note that this statement is not a commitment to service. Participation is voluntary and may evolve over time.

5. **Curriculum Vitae** (not to exceed 5 pages): Provide the nominee's current CV.

Please note: All information submitted as part of the nomination will be kept confidential and will be reviewed only by those directly involved in the nomination and approval process.

Collection Notice:

The Senate Office collects personal information submitted through the Senate award nomination process under section 26(c) of British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA). The information will be used to administer and adjudicate nominations for emeriti appointments established under section 35.2(5)(i) of the University Act and the AD5 Honorary Degrees and Awards Policy and Procedure. Personal information about the nominee may be collected indirectly through the nomination process under section 27(1)(c)(i) of the Act, but the personal information provided in the nomination form and dossier must be

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limited to what is specifically requested in the nomination requirements. Questions about this collection may be directed to the University Secretary, Kwantlen Polytechnic University, 20901 Langley Bypass, Langley, BC V3A 8G9, at 604.599.2357 or senate@kpu.ca.

SELECTION PROCESS

The Senate Standing Committee on Tributes will consider each nomination on a case-by-case basis. The Committee's recommendations will be forwarded to Senate for its consideration and selection.

RECOGNITION

Approved emeriti appointments will be acknowledged at a convocation ceremony, as determined by the Office of the President.