



scholarship and service.

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The citation should be as readable as possible while sufficiently technical in content to allow those considering the nominations to make a confident assessment of the candidate's work for voting purposes. When a candidate is selected by the Chancellor's Committee, the citation is the only document that will be circulated to the Board of Governors to help them in their voting. If a nominee is approved, the citation, or a condensed version of it, will be used for convocation and all related publications. The original citation is also the basis for the oral citation given at convocation. The citation is therefore an important document which should be carefully written and should contain as much useful information as possible.

**NOMINATIONS MUST BE SUBMITTED NO LATER THAN December 31<sup>st</sup>**

**TO:**

**Mr. Jeff Leclerc, University Secretary  
Office of the University Secretary  
312 Administration Building  
The University of Manitoba  
Winnipeg, MB R3T 2N2**

**ANY INQUIRIES SHOULD BE DIRECTED**

**TO:**

**Governance Specialist  
Office of the University Secretary  
Telephone: (204) 474-6165**

Relevant portions of the Policies are noted below:

Additional information respecting nominating candidates for emeritus/emerita can be found in the following section of the Governing Documents, University Community:

1. "Professor Emeritus/Emerita";
2. "Dean Emeritus/Emerita";
3. "Librarian Emeritus/Emerita" and
4. "President Emeritus/Emerita".

These Policies may be found at:

[http://umanitoba.ca/admin/governance/governing\\_documents/community/index.html](http://umanitoba.ca/admin/governance/governing_documents/community/index.html)

**1. PROFESSOR EMERITUS/EMERITA**

The honorary title of Professor Emeritus/Emerita may be conferred after retirement on members of the faculty of the University who have held the rank of Professor. Individuals nominated for the title must have rendered distinguished service to the University through their teaching, research, and scholarship. Nominations normally would include evidence of excellence in teaching, including graduate student supervision, and excellence in research, scholarship, and/or creative work. Evidence of excellence in teaching may include awards, evaluations by students, assessment of peers, testimonials from former students, a record of course and curriculum development, innovations in teaching methods, and a corpus of work relating to teaching and learning. Evidence of excellence in research, scholarship and creative work may include awards and recognitions, reviewed

and juried works, refereed publications, invited lectureships, success in grant and other competitions, and testimonials by peers. Although the number of years of service at the University of Manitoba is unspecified, it is expected that those nominated will have had a reasonable length of service with the University.

**2. DEAN EMERITUS/EMERITA**

The title of Dean (Director) Emeritus/Emerita may be conferred on a Dean (Director) who has served for at least five years. Individuals nominated for the title shall have given distinguished service to his/her faculty/school during the term of office. The title can be conferred at any time after the expiry of the term as Dean (Director). A Dean (Director) Emeritus/Emerita, upon retirement, is eligible to be considered for the title of Professor Emeritus/Emerita.

**3. LIBRARIAN EMERITUS/EMERITA**

The title of Librarian Emeritus/Emerita may be conferred after retirement of any member of the Libraries' staff of the University who has held the rank of Librarian. Individuals nominated for the title must have rendered distinguished service to the University, the profession and have a significant record in professional performance, teaching, research and scholarship. Although the number of years of service at the University of Manitoba is unspecified, it is expected those nominated will have had some reasonable length of service with the University.

**4. PRESIDENT EMERITUS/EMERITA**

The title of President Emeritus/Emerita may be conferred on an individual who has served as President of the University for at least five years. Individuals so honoured must have rendered distinguished service to the University during the term of office.