

Approval Date: September 16, 2009

Parent Policy: [Space Management Policy](#)

## Use of University Equipment by Professors Emeriti Procedure & Guideline

<b>Office of Administrative Responsibility:</b>	Faculty Relations
<b>Approver:</b>	Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Overview

The title of **Professor Emeritus** recognizes meritorious service to the University of Alberta by an individual professor retiring from the university. Individuals must meet the eligibility criteria for the award. It is a title that is taken very seriously and one that recognizes the value the individual has earned due to their record of teaching, research and community service with the university.

### Purpose

To govern the use of university equipment by professors emeriti at the University of Alberta.

### PROCEDURE

1. A professor emeritus who plans to continue an active scholarly program following retirement may continue to use university equipment to assist in the pursuit of such program under the conditions set out in this procedure.

A professor emeritus who does not plan to continue an active scholarly program following retirement, but who wishes to retain university equipment for personal use may make arrangements to purchase such equipment with the price to be determined by Materials Management. Such purchases require the approval of the appropriate department chair (or dean in non-departmentalized faculties).

2. Where the equipment has been obtained through a research grant or contract held by the professor emeritus and where the professor emeritus continues to carry out activities under that grant/contract following retirement, the approval of the department chair, dean and Provost & Vice-President (Academic) for the grant/contract serves as the authority for the professor emeritus to continue to use the equipment.

3. Where the equipment is other than that described in 2, above, a professor emeritus who wishes to use university equipment following retirement must obtain prior written approval of the department chair (dean in non-departmentalized faculties). Such approval must be obtained annually.

In the event of a dispute with respect to use of equipment described above, the professor emeritus may take the matter for final decision to the dean (departmentalized faculties) or to the Provost & Vice-President (Academic) (non-departmentalized faculties).

4. If the professor emeritus proposes to remove the university equipment from the campus/Edmonton, under both paragraphs 2 and 3, prior written approval must be obtained from the department chair (dean in non-departmentalized faculties).

5. If the professor emeritus has retained university equipment under paragraphs 2, 3, or 4, above, and who subsequently discontinues an active scholarly program, there are two options regarding the equipment:

- a. return of the equipment to the university (at the expense of the professor emeritus); or
  - b. purchase of the equipment under paragraph 1.
6. The foregoing procedures are subject to any regulations of granting agencies or of terms of any contracts regarding subsequent use/ownership/transfer of equipment.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲Top](#)]

<b>Professor Emeritus</b>	A retired University of Alberta professor, previously employed under the Faculty Agreement, who met the eligibility criteria for the title based on the length of his/her professorship at the University of Alberta, strong teaching record, and research and community service within the university.
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## **FORMS**

There are no forms for this Procedure. [[▲Top](#)]

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]

[Perquisites and Privileges of the Status of Professor Emeritus](#) (University of Alberta)