



EMERITUS HANDBOOK 2020

**EMILY
CARR**
UNIVERSITY
OF ART + DESIGN



IMPORTANT NOTE

Due to the disruptions caused by COVID-19 and restricted access to the Emily Carr campus, certain perks and privileges described in this Emeritus Handbook will not be available. This includes business cards (which require on-campus pick-up), and general community access to campus. As restrictions are lifted and campus activities resume, this Handbook will be updated to more accurately reflect offerings. Thank you for your understanding.

For more information
For the latest information and updates, please visit Emily Carr's
website:
<http://www.ecuad.ca/covid19?>

Last Updated June 2020

1. INTRODUCTION

The success and growth of the university and its students would not be possible without the dedication of faculty to constantly teach, inspire and innovate. Through conferring the designation of Emeritus, Emily Carr recognizes the work, service and knowledge held by faculty in relation to the university community and the broader academic, art, design and media communities. You are part of a thriving, long-standing, committed community dedicated to art, design and education. Emeriti are invited to continue to engage with the university through different means, and to share knowledge with new generations of students, artists and instructors.

This handbook is designed to provide you with additional information around your Emeritus status. It outlines the privileges associated with the designation and provides instructions on how to obtain perks.

Thank you for your service and contributions to the university.





2. EMERITUS CONFERRAL AND ELIGIBILITY

University Policy 8.8 Emeritus Status and Procedure 8.8.1 Emeritus Status Procedures outline the eligibility criteria and conferral procedures. These documents can be found on the university policies webpage. The policy and procedure were updated in May 2020.

Emeritus status is automatically conferred to retiring regular faculty members who meet the eligibility requirements of serving the university as a faculty member for a minimum of 10 years. Emeritus status can be requested by non-regular faculty who meet the eligibility requirements.

Individuals will retain their academic rank or position, with “Emeritus” added, for example, “Professor Emeritus,” “Instructor Emeritus,” or “Librarian Emeritus”.

3. EMERITUS PRIVILEGES

3.1. Automatic Privileges

Upon the conferral of the Emeritus title, the university will automatically:

- Add the emeritus' name to the university Emeriti webpage
- Include emeritus on relevant publications as appropriate
- Include emeritus in mailing lists and include them in invitations to university ceremonies, such as convocation. Please ensure the university has up-to-date contact information.

3.2. Benefits Upon Request

Please follow the instructions below if requesting any of the following benefits:

3.2.1. Extended use of a university email address

Emeriti may be granted extended use of their @ecuad.ca email address. In order to maintain access to your ECU email account as an emeritus, please email your request to hr@ecuad.ca. HR will subsequently vet and forward your request to IT Services. If you do not make the request, IT Services will automatically delete your account according to their email deletion schedule.

Use of an ECU email account must comply with the university's Acceptable Use Policy 9.3 , and please be aware that due to capacity and demand, IT Services will not be available to provide email/technical support for emeritus.

Emeriti Webpage
<https://www.ecuad.ca/about/leadership-and-governance/honours-awards/emeriti>

ECU Human Resources
(604) 844-3824
hr@ecuad.ca
Room D2360

Code of Conduct for
Appropriate Use of
Information
Technology Facilities +
Services
ECU Policy No. 9.3
<https://drive.google.com/file/d/0B1CTABrOL12ub21LZnFKaUNOaHc/view>

3.2.2. University library card

Given the current situation with COVID-19, in person services at the library are limited. With the situation constantly evolving, please visit the library webpage for the latest updates on its services.

During these times, to obtain a Community Borrowing Card, please contact the library or use the Live Chat feature for assistance and more information on borrowing procedures.

This handbook will be updated once the library safely resumes more robust in-person services.

3.2.3. Access to library electronic resources and online databases

The ECU Library has a wealth of resources available to emeritus faculty. These include journal databases (e.g., JSTOR, Proquest), media libraries (e.g., Criterion-on-Demand) as well as online learning platforms (e.g., LinkedIn Learning which was formerly Lynda.com).

In order to access electronic resources and online databases, please ensure that you have an active ECU email address (see 3.2.1 for instructions).

You can access online journals and databases through the library catalogue. When you try and access these electronic resources, you will be prompted to log in. Log in using your ECU email address credentials (you will not need to set up a separate account to log in).

Please contact the library or use the Live Chat feature on the website if you encounter any issues.

ECU Library
library@ecuad.ca

Library Catalogue
<http://www.ecuad.ca/library>

Library Chat
<http://www.ecuad.ca/library//research/library-chat-help>

LinkedIn Learning
<http://www.ecuad.ca/news/2019/Lynda-com-is-changing-to-a-new-platform>

LinkedIn Learning
<http://www.ecuad.ca/library//research/library-chat-help>

3.2.4. University business cards

Emeritus faculty can order ECU business cards at no charge. To order business cards, please follow the instructions below:

1. Visit the university printer's website: <http://order.hemlock.com/ecuad>
2. Sign in to your existing account, or:
 - i. Click the 'Create an account' button on the lower half of the screen.
 - ii. Fill in the 'new to our store' section by using your Emily Carr email address (example@ecuad.ca) and creating a password - then hit the sign up button.
 - iii. You will then get a confirmation email through your ECU email account to “Activate your Account.”
3. Once you are on the welcome page, click the “Emily Carr Business Cards” blue hyperlink at the bottom.
4. Fill out your contact information, and once you are finished, click the 'update preview' button.
5. If everything looks correct, click the 'next' button.
6. Select your quantity, check the 'Proof is approved' box, then click 'Add to Cart'.
7. Please select 'Checkout'.
8. Finally, click 'next,' then 'submit order'.
9. You have completed your order!

You will be notified via email when your order arrives at the university. You must pick up your business cards in person at the Reception desk.

If you have any issues with ordering business cards, please contact reception@ecuad.ca.

Important note

- In completing your contact information, in the “Title, Other Department” textbox, please ensure that your emeritus title is included (e.g., “Professor Emeritus”, “Librarian Emeritus”) to make clear your association with the university.
- Only an ECU email address can be printed on ECU business cards. Please do not include a personal email address.
- If you wish, you may include your personal phone number.

3.2.5. Home use software subscriptions

There is a limited number of software access rights that the university can provide to emeritus at a discounted rate (if such rate is available) to support emeriti in their continuing art practices. Availability and cost of home use software is subject to change; we will provide advanced notice if possible.

Adobe Creative Cloud

Adobe Creative Cloud is a collection of 20+ desktop and mobile apps and services for photography, design, video, web, UX and more. Please note that there is a limited number of single year access rights available on a first-come first-serve basis (and requires annual request renewal). To inquire about availability and to purchase access:

1. Email IT Help Desk (ithelp@ecuad.ca) for the current availability status for Emeritus Adobe access.
2. If a license is available, IT Help will create a ticket, notifying Financial Services (Accounts Receivable) and noting the amount owed.
3. Accounts Receivable will send you an invoice for the current cost of the access.
4. Pay the outstanding amount on the invoice (via online banking, or contacting the Accounts Receivable staff/cashier to pay by Mastercard or Visa).
5. Once the payment is received, Accounts Receivable will notify IT through the ticket.
6. IT will provide you with access instructions.

*Due to capacity and demand, IT Services will not be available to provide technical support with your Adobe software. For assistance please see:

<https://helpx.adobe.com/support/creative-cloud.html>



Adobe Creative Cloud licensing terms and costs:

- Adobe yearly access is based on the time frame starting September of the current year until September of the following year.
- Emeritus paying for Adobe between Sept-Dec 31 pay the full annual price (currently \$98 CAD). Prices are subject to change.
- Emeritus paying for Adobe access any time after Dec 31 pay half the annual price (\$49 CAD)
- Access renewal: In early October of each year, IT will send you an email notifying you about access renewal. You will have 2 weeks to make the renewal payment, else access will be removed.

Microsoft Office

There currently is not an offer available for a Microsoft Office Home User license. If this changes, this handbook will be updated accordingly.



3.3. Participation in university activities

The university values the knowledge held, insight and experience that emeritus bring to the community, and aims to maintain a relationship and engage emeritus in future activities. To this end, we encourage current faculty to reach out to emeriti to enhance the student experience, such as through the delivery of guest lectures, or participation in student review panels and critiques. Such engagements are not guaranteed nor to be expected, but we hope that faculty draw upon the skills and knowledge of emeritus and extend an invitation for participation.

If you are available for these types of engagements, please contact hr@ecuad.ca with a brief description of your interests and availability, and HR will forward your name and information to Academic Affairs.

3.4. Access to facilities, exceptions, and other matters

While there may be opportunities for emeritus to access certain resources, given the priority for student learning and limited support staff capacity, we cannot provide routine access to university facilities (e.g., DOC, sound recording booths) and studio space to emeritus. There are no specific facility access privileges granted to emeritus.

In limited circumstances, exceptions can be made; for example, if an emeritus is actively involved in a research initiative or project which requires facility access. These exceptions for access must be arranged with the researcher and Facilities.

For more information

If you have any questions about your emeritus status or privileges, please reach out to Human Resources at hr@ecuad.ca.



2018 Emeritus Ceremony



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