

Terms of Reference

Aga Khan University Emeritus Professors (AKU-EP)

- I. **Establishment of Emeritus Professors of AKU.** The Aga Khan University Board of Trustees (BOT) approved the establishment of the Aga Khan University Emeritus Professors and Emeritus Librarians.
- II. **AKU-EP.** The Aga Khan University Emeritus Professors are hereinafter referred to as the AKU-EP and include all past AKU employees who hold emeritus status as explained in VI below.
- III. **Reporting Structure:** The AKU-EP is a formal body within AKU and its Chair reports to the Provost and Vice President Academic.
- IV. **University Policies and Procedures:** The AKU-EP will function in accordance with the University policies and procedures and in alignment with the vision and mission of the university. As an academic body within the university the AKU-EP will not engage in political or other activities that may compromise the position of the university.
- V. **Mission:** The AKU-EP seeks to:
 - 1) Enrich intellectual focus and continued intellectual involvement for all past AKU employees who hold emeritus status (“Emeriti”) granted by the Aga Khan University,
 - 2) Promote active participation of Emeriti within the function of AKU, and
 - 3) Increase AKU’s profile, status, and participation within the local, national, and international communities.
- VI. **Member:** All past employees officially designated as Emeriti by the Aga Khan University Board of Trustees are members of the AKU-EP.
- VII. **Steering Committee:** The AKU-EP will establish a Steering Committee and the Steering Committee shall have the responsibility for establishing the rules and regulations for the conduct of the AKU-EP as it may deem necessary and appropriate in consultation and liaison with the Provost and Vice President Academic. All actions of the Steering Committee will be by majority of those present at the meeting. The Steering Committee will meet monthly but may meet more or less frequently as necessary. The Steering Committee shall convene an annual meeting of the AKU-EP in January of each year to elect new members of the Steering Committee and to consider changes in the Terms of Reference.

The Steering Committee shall consist of up to 12 elected members with new members elected annually for three-year terms. The past Chair shall serve, with vote, one additional year. The nominations for the Steering Committee will be completed by December of the preceding year and the nominated slate presented to the Steering Committee for a vote of the membership.
- VIII. **Officers:** At the first meeting, following the annual election the members of the Steering Committee shall select three of their number to serve as Chair, Vice Chair and Secretary/Treasurer. These officers will serve a one-year term and will be eligible for a second one-year term. No officer may serve more than two consecutive one-year terms. The Chair shall preside over the Steering Committee and is the representative to external relations including reporting to the provost or delegate. The Vice-Chair shall function in the Chair position in the absence of the Chair. The Secretary/Treasurer shall ensure appropriate records of meetings occur, that any financial resources are managed appropriately, and will oversee compliance with university rules and regulations.

- IX. **Operations of the Steering Committee:** In the early developing years of AKU-EP the Steering Committee will function as a committee of the whole and will perform the following functions, with individual committee members taking lead responsibility:
- 1) **Activities and Events:** AKU-EP sponsored or co-sponsored activities that engage the expertise and interests of the emeriti at large and will be responsible for coordinating these activities and events through planning and implementation.
 - 2) **Communications:** will support the range of communication activity of the AKU-EP including communication with members, internal communications through AKU media, external communications as appropriate, and activity/event communications
 - 3) **Recognition and Awards Committee:** will identify ways of recognizing outstanding emeritus faculty contributions in relation to the mandate of the AKU-EP. Candidates for recognition will be recommended to the Vice President Academic and Provost in line with other university awards. The Steering Committee may also recognize internal or external contributions to the mission of the AKU-EP in consultation and liaison with the Provost and Vice President, Academic.
- X. **Nominations Committee** shall consist of 5 members with two members from the current Steering Committee and the remaining members from the emeriti at-large. The Nominations Committee will prepare a slate of candidates for election at the annual meeting. In making nominations and consistent with the expectations of the provost office, the committee will have due consideration to the balance of gender, geographic distribution, and academic units of the university in proposing the slate of candidates for the Steering Committee. Nominations may also come from the AKU-EP membership at large and will be added to the slate of candidates for election.

The provost office will oversee the selection of the first steering committee and committee members will be selected for one, two or three years to stagger the subsequent turnover of members.

- XI. **Annual Meeting:** The annual meeting shall consist of a business portion for the purpose of electing new members of the Steering Committee and voting proposed amendments to the AKU-EP Bylaws. At least 6 members of the Steering Committee must be in attendance for business to be conducted. The Nominating Committee's slate of new members shall be presented for election. Successful votes for nominations shall be by a simple majority of those present and voting, while Bylaws changes shall pass by a vote of a 2/3 majority of the members present and voting at the annual meeting.
- XII. **Administrative Support:** The privileges entitled to, and the administrative support provided to the AKU-EP will be determined by the Vice President Academic and Provost and will be reviewed and agreed to in accordance with the AKU planning structure.

July 3, 2023 original approved.

Modified January 1, 2025 to maintain Steering Committee at up to 12 members and to remove “retired” wording as the emeritus appointment may be at time of retirement or on leaving AKU as an employee.