



## UBC Emeritus College Activities of College Unit Representatives

Welcome as a new Unit Representative at the UBC Emeritus College!

To assist you in moving into this role, following is a list of the first few steps to take as the new Unit Representative for your academic unit.

### Getting started in the Role

Introduce yourself to the academic and administrative leaders in your unit and notify retired faculty that you are their Emeritus College representative. This can be done by in person, via email or other means. It is also helpful in that communication if you provide a short description of what you see as your role and request that you be kept updated and informed about specific retiree and unit matters. Contact data for retirees in your unit will be provided by the College Office.

### Three main activities of the role for New (and Ongoing) Unit Representatives

1. Assist the College Office to maintain accurate contact information of College members. This can be accomplished by reminding members to contact the Office or forwarding the updated details on their behalf to Queenie Law, Administrative Assistant, at [office@emerituscollege.ubc.ca](mailto:office@emerituscollege.ubc.ca). Note: A member must give permission for their information to be forwarded.
2. Where possible, maintain periodic contact with the unit's retired faculty, in person, via email or other means.
3. Attend the annual Unit Representative meeting.
4. On page 3, you will find additional activities for your consideration.

### Information and support that a Unit Representatives can expect from the UBC Emeritus College

1. The College Office will distribute unit-specific annual lists of contact information from its records for each unit College member. The information is for **use of the unit representative only** and is not to be shared.
2. A list of the names of unit representatives for UBC Vancouver and UBC Okanagan campuses is located at <https://emerituscollege.ubc.ca/unit-reps>
3. The Membership Committee will notify academic and administrative leaders about their new unit representative.
4. The Membership Committee will create a regular Unit Representatives Newsletter which will be distributed by the Office. Content suggestions are much welcomed; please send your submissions to [office@emerituscollege.ubc.ca](mailto:office@emerituscollege.ubc.ca)
5. The College will keep representatives up-to-date about pertinent outcomes of meetings held between the College and unit heads and administrators.  
The Membership Committee will respond to representatives' requests for information or other support needed. Please see contact details below.

*We acknowledge that the UBC Vancouver campus is situated within the ancestral and unceded territory of the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam).*



6. The following resources are available on the website:

*Annual Report* <https://emerituscollege.ubc.ca/about-ubc-emeritus-college/reports/annual-reports>  
*Strategic Plan 2023-2025* <https://emerituscollege.ubc.ca/about-ubc-emeritus-college/strategic-plan>, *Upcoming Events* <https://emerituscollege.ubc.ca/events/upcoming-events>, *Pre- and Post-Retirement* <https://emerituscollege.ubc.ca/successful-retirement>, *Resources for retirement* <https://emerituscollege.ubc.ca/your-retirement/key-documents>

Thank you for taking on the role of Unit Representative. We look forward to working with you.

Membership Committee 2024-2025:

David Hill, Chair; Paul Harrison; Linda Leonard; Chris Lovato

Please contact us at: [office@emerituscollege.ubc.ca](mailto:office@emerituscollege.ubc.ca)

## **BACKGROUND ON THE UNIT REPRESENTATIVE POSITION**

The position of Unit Representative was created by the UBC Association of Professors Emeriti, the forerunner to today's UBC Emeritus College. Unit representatives, currently numbering more than 70, represent UBC Vancouver's and UBC Okanagan's faculties, departments and schools on behalf of the College. The aim is to have a representative for every UBC academic unit.

### *How does the Unit Representative position relate to the goals of the Emeritus College?*

The work of unit representatives supports the goals of the Emeritus College by contributing to the enrichment of retirement for retired colleagues and in the enhancement of the retirement planning process for those nearing retirement. The role entails contact with pre- and post-retirement faculty members as well as unit leaders and administrators through communication, liaison and support.

### *The "Job Description"*

No single job description is appropriate for the role nor should it become anything close to a full-time job. There is no defined length of term for the position. However, it is hoped that representatives will take on the role for a minimum of 3 years and possibly even extend their term.

The College recognizes that retired faculty volunteers will have limited time and energy to devote to the position. The degree to which a representative is able to address activities will also depend on the accessibility to the unit network or grapevine, response from the unit, and accessibility to retired faculty members and those approaching retirement.

### *On the Horizon*

The College is considering developing a special Welcome/Orientation package for newcomers to the Unit Representative role. Please let the Office know if you have suggestions about what might be included. As well, the College will be investigating mechanisms that will help identify soon-to-be retired, tenure track and non-tenure track faculty members who will and will not be awarded UBC Emeritus status.

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## **ADDITIONAL ACTIVITIES TO CONSIDER AS A UNIT REPRESENTATIVE**

The following section outlines additional activities that fall within the role of Unit Representative. You may wish to undertake one or more of these during your time as the representative of your unit.

This section is followed by information on Stepping Down as the Unit Representative.

### *College participation and involvement*

1. Encourage pre-and post-retirement faculty members to participate in College activities. Activities include special interest groups, general meetings, lecture series and special events. In addition, College members have voting privileges and are eligible for the scholarly reimbursement program, awards and committee involvement. Details are publicized via the College website, monthly “eNews” and the eNewsletter.
2. Encourage unit members to forward communications regarding any significant activities, achievements, honours and other newsworthy items to the College Office for inclusion in the Newsletter or other College publications.
3. Encourage retired members to check out Emeritus College/University benefits, financial reimbursement and awards for which they may be eligible. This information is available on the College website: *Awards and Support; Your Retirement: Key Documents*.
4. Recommend retired members for College awards.
5. Participate in events organized by the Emeritus College to welcome new College members.
6. Support retired unit members in their wish to take it upon themselves to create opportunities for organized social, collegial or impromptu interaction.
7. Advise the Office upon learning of recently deceased College members. This ensures currency of distribution lists and recognition of the member in the Newsletter.

### *Unit Academic Heads and Administrators*

1. Maintain contact with the unit head and administrative staff. This enables them to be aware of the College and for the representative to encourage inclusion of retirees in unit academic and social events, identify ways that retirees can continue to benefit their unit, ensure listing of retired professor on the unit website and possibly learn of upcoming tenure track and non-tenure track faculty retirees.
2. Periodically review the unit’s website listing of retired faculty, their appointment ranks, and contact information if included (e.g., email addresses). Encourage the retiree to advise the unit’s administrative staff of any updates or corrections to ensure that they remain on distribution lists and are included in unit activities.

### *Membership in the College*

1. Non-emeritus retired faculty must apply for membership in the College, whereas those with emeritus status become members automatically. Where possible, try to identify and then encourage retiring faculty members with long standing appointments and who will not be awarded UBC emeritus status to apply for membership in the College. This group includes non-tenure track members such as lecturers, sessional lecturers, clinical assistant professors, research



associates, adjuncts, continuing education specialists, as well as some librarians, program directors and mid-level administrators. See: <https://emerituscollege.ubc.ca/membership>.

2. Encourage retired faculty colleagues from other universities and known to the unit representative, to consider elected membership in the Emeritus College. Criteria for elected membership includes those who have established academic links to UBC, those now residing in British Columbia and wanting to be involved in the College or colleagues who have held previous academic appointments at UBC. <https://emerituscollege.ubc.ca/membership-application>

#### *Support of Pre-Retirees*

1. Encourage participation in events and programs designed to assist faculty members with their retirement planning, <https://emerituscollege.ubc.ca/your-retirement/transitioning-retirement> .
2. Encourage pre-retirees to check out the UBC/Emeritus College benefits for retirees in the *Key Document* section, <https://emerituscollege.ubc.ca/your-retirement/key-documents>.
3. Advise those nearing retirement that by submitting their contact information to the Emeritus College office, they can be added to the College's mailing list and receive its eNews and eNewsletter.

#### *Troubleshooting*

1. Refer retired unit members with unresolved UBC retirement matters to the College Office for further assistance.

#### **STEPPING DOWN FROM THE UNIT REPRESENTATIVE POSITION**

1. Please notify the chair of the Membership Committee if you wish to end your tenure as the College representative for your unit.
2. To ensure continuity, it would be appreciated if you could identify a retired or soon-to-be retired colleague in your unit who indicates a willingness to assume the representative role. Or, you may have recommendations of persons who might fulfill the position. Please forward the name(s) and contact details to the chair of the Membership Committee.
3. If a colleague is identified in your unit who will take on the position, it is helpful if you inform them about what approaches have been effective and ineffective during your time in the role.

#### **Membership Committee 2024-2025:**

David Hill, Chair; Paul Harrison, Linda Leonard, Chris Lovato

Please contact us via [office@emerituscollege.ubc.ca](mailto:office@emerituscollege.ubc.ca)

UBC Emeritus College Website: <https://emerituscollege.ubc.ca>

College Membership website portal: <https://emerituscollege.ubc.ca/membership>