

POLICY ON EMERITUS/EMERITA/EMERITI STATUS

Emeritus/Emerita/Emeriti status is an honorary title awarded for distinguished service to the academic community. The President may bestow the title on a faculty member or on an academic administrator who is entering permanent retirement and who has served the University with distinction. The bestowal of Emeritus/Emerita/Emeriti status is a distinctive honor, not a right.

I. ELIGIBILITY

1. The minimum period of employment on this campus in order to be eligible for consideration for Emeritus/Emerita/Emeriti status shall be ten (10) years.
2. In cases where an individual has provided exceptionally distinguished service, but has not been employed ten (10) years at the university, the ten year requirement may be waived with the recommendation of the full-time tenured faculty of the appropriate department / program, who will detail in writing why the individual is deserving of the exception, and with the written approval of the dean of the appropriate college / school and the president of the university. If the individual is not a faculty member, the ten year requirement may be waived with the written approval of the vice president overseeing that individual's unit and of the president of the university, though the Executive Committee of the Academic Senate must be consulted by the president before the president makes the recommendation to waive the ten year requirement.
3. Emeritus/Emerita/Emeriti status is limited to the following:
 - (a) instructional faculty, who normally hold the rank of Professor, or in exceptional cases Associate Professor, with tenure; or
 - (b) in exceptional cases, part- or full-time lecturers who have obtained a three-year contract; or
 - (c) librarians, who normally hold the rank of Librarian, or in exceptional cases Associate Librarian, with tenure; or
 - (d) student services professionals (SSP-AR only), who normally hold the rank of Student Services Professional - Academically Related SSP-AR III, or in exceptional cases SSP-AR II, with tenure; or
 - (e) academic administrators, who hold either a concurrent tenured faculty position at the rank of Professor, or in exceptional cases Associate Professor, or equivalent in an academic department or unit, or who are members of the Academic Assembly and hold an appointment as an Administrator III or IV under the Management Personnel Plan.

4. A person may be bestowed the additional title of Chair Emeritus/Emerita/Emeriti or Endowed Chair Emeritus/Emerita/Emeriti when an individual has:
 - (a) for a Department Chair, held the position of Department Chair for at least eight (8) years; or
 - (b) for an Endowed Chair, held the position of an Endowed Chair for at least five (5) consecutive years.¹

II. PROCEDURES

1. Unless the person requests otherwise, Faculty Affairs shall notify the appropriate Vice President or Dean upon receiving notification of the pending permanent retirement of a faculty member or academic administrator who is eligible for Emeritus/Emerita/Emeriti status. The Dean or Vice President shall request consideration of Emeritus/Emerita/Emeriti status for the individual.
2. A nomination for Faculty, Department Chair, or Endowed Chair Emeritus/Emerita/Emeriti status shall be accompanied by a succinct statement to the President providing evidence of meritorious service in the form of a vote and recommendation from the full time tenured faculty or equivalent of the department or unit accompanied by the approval of the Dean and the Provost and Vice President for Academic Affairs.
3. If the application is denied the faculty member, Department Chair or Endowed Chair shall be provided the opportunity to meet with the department before the application is forwarded to the Dean.
4. For academic administrators (as defined in section I.3.e above), each nomination for Emeritus/Emerita/Emeriti status with an administrative title shall be accompanied by a succinct statement to the President providing evidence of meritorious service in the form of a recommendation from the appropriate dean or area director; and appropriate vice president.
5. For vice presidents, the President will make the determination.
6. For the President, the title of President Emeritus/Emerita/Emeriti is bestowed by the CSU Board of Trustees.
7. More than one Emeritus/Emerita/Emeriti title may be bestowed upon an individual.
8. Emeritus/Emerita/Emeriti status may be bestowed posthumously.
9. The awarding of Emeritus/Emerita/Emeriti status is made once yearly, at commencement. The President will notify the individual in writing of the conferral of the title(s) to be awarded.
10. In all cases, the individual, shall select the title Emeritus or Emerita or Emeriti.

¹ The minimum number of service years stipulated in section I.1 must still be met by department chairs and endowed chairs

III. TITLES

1. For instructional faculty, the title shall be “Professor Emeritus/Emerita/Emeriti” of (academic discipline)”
2. For part- or full-time lecturers, the title shall be “Lecturer Emeritus/Emerita/Emeriti of (academic discipline)”
3. For librarians, the title shall normally be “Librarian Emeritus/Emerita/Emeriti.”
4. For student services professionals (SSP-AR only), the appropriate working title will be used, such as “Counselor Emeritus/Emerita/Emeriti.”
5. For department chairs, the title shall be “Chair Emeritus/Emerita/Emeriti of [name of the department].”
6. For endowed chairs, the title of the Endowed Chair shall be used: “[name of the endowed chair] Emeritus/Emerita/Emeriti.” For academic administrators, the appropriate working title will be used, such as “Provost and Vice President for Academic Affairs Emeritus/Emerita/Emeriti.”
7. In the case of individuals who have held several different academic appointments over the course of their careers, the President will consult with the nominee, and bestow the individual’s official preferred title.

IV. DENIED OR REVOKED EMERITUS/EMERITA/EMERITI STATUS

Emeritus/Emerita/Emeriti status will be denied or revoked if any serious misconduct occurs. Emeritus/Emerita/Emeriti status may be denied or revoked by the President in consultation with Faculty Affairs for reasons whereby continued association with the University is objectionable. Examples of such reasons include, but are not limited to the following:

1. Findings of violations of Executive Orders 1096 and/or 1097, such as, sexual misconduct, harassment, or discrimination;
2. Research misconduct, including, such as, plagiarism, falsification of data, data mismanagement, and violations related to institutional compliance;
3. Failure to follow University policies surrounding use of funds;
4. Conviction for violent crimes.

Faculty members who are denied Emeritus/Emerita/Emeriti status or who will have their status revoked will be notified in writing by the Division of Academic Affairs within 21 days of the decisions.

Upon initiation of procedures to revoke Emeritus/Emerita/Emeriti status from a faculty member, department chair or program coordinator, or endowed chair, the President must notify in writing the current chair/coordinator of the department/program which housed that faculty member. The President must reveal that the faculty member’s Emeritus/Emerita/Emeriti status is being considered for revocation, and, if possible, the President must explain why. The department chair or program coordinator must then share this information with the department or program faculty. The department or program faculty may formally respond to the President if a majority of faculty members by a formal vote approve the response, but the faculty are not obligated to do so.

V. APPEAL PROCESS

Faculty may appeal the decision to deny or revoke Emeritus/Emerita/Emeriti status to the President through the Office of AVP for Faculty Affairs. The appeal should be submitted in writing within 42 days of the decision. The President shall direct the Provost and AVP for Faculty Affairs to convene an Appeal Committee consisting of at least three members, selected based on the guidelines of confidentiality, to review the appeal and return a written recommendation within 21 days from the receipt of the appeal. The Provost will meet with the President to confer on the recommendation of the appeal committee. The President's final decision will be mailed to the faculty within 21 days from the receipt of the recommendation.

VI. RECOGNITION AND PRIVILEGES

1. Emeritus/Emerita/Emeriti faculty are considered an important and integral part of the University community.
2. Emeritus/Emerita/Emeriti faculty shall be recognized through:
 - (a) listing of the name of Emeritus/Emerita/Emeriti faculty in the campus commencement program at the time of retirement;
 - (b) awarding of a certificate of Emeritus/Emerita/Emeriti status at the time of retirement;
 - (c) issuing a permanent ID card indicating status as an Emeritus/Emerita/Emeriti member of the faculty;
 - (d) listing of name and title of Emeritus/Emerita/Emeriti faculty in all university catalogues.
3. All Emeritus/Emerita/Emeriti shall be accorded the following privileges:
 - (a) possession of a free campus parking permit;
 - (b) same library borrowing privileges as regular faculty;
 - (c) access to campus recreational and social facilities;
 - (d) complimentary or reduced-priced admission to cultural and athletic events, at the discretion of the sponsoring group -- the faculty discount if there is one;
 - (e) authority to use Emeritus/Emerita/Emeriti designation on business cards;
 - (f) authority to use University affiliation and Emeritus/Emerita/Emeriti identification on scholarly books, journal articles, conference papers, and the like;
 - (g) eligibility to propose research projects, compete for and administer grants from granting agencies outside The California State University;
 - (h) invited participation in selected department, school and university functions;
 - (i) invited to serve in a consultative capacity to the school or university;
 - (j) attendance at public university functions and celebrations affirming the academic mission of the university such as commencement;
 - (k) receive university mailings and maintain a university-provided e-mail account.

VII. ADJUNCT AND PART TIME SERVICE

Emeritus/Emerita/Emeriti faculty are eligible to be appointed as adjunct faculty (voluntary employees) or part time lecturers.² Such associations are made upon the recommendation of the appropriate department, the recommendation of the dean, and approval by the Provost. Examples of possible formal affiliation with the university would be for purposes of teaching a class, supervising student efforts, carry on research projects, and mentoring faculty or students. As valued members of the academic community, Emeritus/Emerita/Emeriti faculty are welcome to volunteer their services as guest lecturers.

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² Prior to appointment as a part-time lecturer, Emeritus/Emerita/Emeriti faculty should consult with Faculty Affairs to review any potential impact on their retirement income/status.