

POLICY ON EMERITA AND EMERITUS STATUS

Emerita/emeritus status is an honorary title awarded for distinguished service to the academic community. The President may bestow the title on a tenured faculty member or on an **academic** administrator who is entering permanent retirement and who has served the University with distinction. The bestowal of Emerita/Emeritus 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 status shall be ten (10) years.
- 4.2. Emerita/emeritus status is limited to those individuals who:
 - (a) for instructional faculty, hold the rank of Professor with tenure; or
 - (b) for librarians, hold the rank of Librarian with tenure; or
 - (c) for student services professionals (**SSP-AR only**), hold the rank of Student Services Professional - Academically Related III with tenure; or
 - (d) for **academic** administrators, hold either a **concurrent** tenured faculty position at the rank of 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.
- 2.3. A person may be bestowed the additional title of Chair Emerita/Emeritus or Endowed Chair Emerita/Emeritus 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
- ~~3. Any other person who has rendered distinguished service to the University over a long period of time may, at the discretion of the President, be awarded emerita/emeritus status.~~
- ~~4. There is no minimum period of employment required to be eligible for emerita/emeritus status.~~

II. PROCEDURES

1. Unless the person requests otherwise, Academic Personnel Services 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 emerita/emeritus status. The

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

- dean or vice president shall request consideration of emerita/emeritus status for the individual.
2. For faculty, each nomination for emerita/emeritus status with a faculty title shall be accompanied by a succinct statement to the President providing evidence of meritorious service in the form of a recommendation from the full time tenured Professors or equivalent of the department or unit accompanied by the approval of the dean and the Provost and Vice President for Academic Affairs
 3. For department chairs, each nomination for emerita/emeritus status with a department chair title shall be accompanied by a succinct statement to the President providing evidence of meritorious service in the form of a recommendation from the full time tenured Professors of the department accompanied by the approval of the dean and the Provost and Vice President for Academic Affairs
 4. For endowed chairs, each nomination for emerita/emeritus status with a endowed chair title shall be accompanied a succinct statement to the President providing by evidence of meritorious service in the form of a recommendation from the tenured full-time Professors or equivalent of the department or unit accompanied by the approval of the dean and the Provost and Vice President for Academic Affairs
 5. For **academic** administrators (**as defined in section I.2.d above**), each nomination for emerita/emeritus 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.
 6. For vice presidents, the President will make the determination.
 7. For the President, the title of President Emeritus is bestowed by the CSU Board of Trustees.
 8. More than one emerita/emeritus title may be bestowed upon an individual.
 9. Emerita/emeritus status may be bestowed posthumously.
 10. The awarding of emerita/emeritus 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.

III. TITLES

1. For instructional faculty, the title shall be "Professor Emerita/Emeritus of (academic discipline)"
2. For librarians, the title shall normally be "Librarian Emerita/Emeritus."
3. For student services professionals (**SSP-AR only**), the appropriate working title will be used, such as "~~Testing Officer~~ **Counselor** Emerita/Emeritus."
4. For department chairs, the title shall be "Chair Emerita/Emeritus of [name of the department]."

5. For endowed chairs, the title of the endowed chair shall be used: “[name of the endowed chair] Emerita/Emeritus.”
6. For **academic** administrators, the appropriate working title will be used, such as “Provost and Vice President for Academic Affairs Emerita/Emeritus.”
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 preferred title.**

IV. RECOGNITION AND PRIVILEGES

1. Emeriti faculty are considered an important and integral part of the university community.
2. Emeriti faculty shall be recognized through:
 - (a) listing of the name of emeriti faculty in the campus commencement program at the time of retirement;
 - (b) awarding of a certificate of emerita/emertus status at the time of retirement;
 - (c) issuing a permanent ID card indicating status as an emerita/emertus member of the faculty;
 - (d) listing of name and title of emeriti faculty in all university catalogues.
3. All 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) ~~opportunity to receive printed cards which designate “emerita/emertus status”;~~ **authority to use emeritus/emertita designation on business cards;**
 - (f) **authority to use University affiliation and emeritus/emertita identification on scholarly books, journal articles, conference papers, and the like;**
 - ~~(f)~~(g) eligibility to propose research projects, compete for and administer grants from granting agencies outside The California State University;
 - ~~(g)~~(h) invited participation in selected department, school and university functions;
 - ~~(h)~~(i) invited to serve in a consultative capacity to the school or university;
 - ~~(i)~~(j) attendance at public university functions and celebrations affirming the academic mission of the university such as commencement;

- (j) ~~use of the Emeriti Room in the Library;~~
- (k) receive university mailings, and maintain a university-provided e-mail account.

V. ADJUNCT AND PART TIME SERVICE

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, emeriti faculty are welcome to volunteer their services as guest lecturers.

Approved by the Academic Senate	December 1997
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Revised	May 2006
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² Prior to appointment as a part-time lecturer, emeriti faculty should consult with Academic Personnel Services to review any potential impact on their retirement income/status.