EMERITUS FACULTY

Effective Date: 9/1/2015

Definition: This policy describes eligibility, procedure, privileges, and criteria for awarding emeritus status to permanently retired faculty.

Authority: The President of the University.

Scope: CSUSM Faculty.

Karen S. Haynes, President

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Approval Date

Graham Oberem, Provost & VP for Academic Affairs

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Approval Date

Second Revision: 9/1/2015
First Revision: May 24, 2006
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Approved by the Academic Senate 04/22/15
I. Preamble

Faculty Emeritus status is an honorary title awarded for distinguished service to the academic community. The President (or designee) shall bestow the title of Full Professor Emeritus, Associate Professor Emeritus, Lecturer Emeritus, Full Librarian Emeritus, Associate Librarian Emeritus, Counselor Emeritus, or Coach Emeritus upon a Unit 3 faculty employee who is retired from CSUSM and who has served the University with distinction. It is expected that emeritus status will be granted to faculty members who have made sustained contributions throughout their career, have a distinguished professional record, and have a desire and expectation to continue their association with the University in retirement.

Normally, the nomination for emerita/emeritus status occurs within one year of retirement.

II. Eligibility

Faculty are eligible for emeritus status, if they were:

1) tenure-track instructional faculty, and had at least 10 years of active Unit-3 faculty service to CSUSM, or

2) librarians and had at least 10 years of active Unit-3 faculty service to CSUSM, or

3) SSP-ARs, and had at least 10 years of active Unit-3 faculty service or had accumulated part-time service equivalent of 10 years of full-time service to CSUSM, or

4) coaches, and had served for at least 10 years in full-time Unit 3 faculty service or had accumulated part-time service equivalent to 10 years of full-time service to CSUSM, or

5) temporary or part-time Unit 3 faculty, who had served for at least 10 years in full-time or had accumulated part-time service equivalent to 10 years of full-time service to CSUSM.

Exceptional cases where faculty do not fall within the eligibility criteria may be considered by the Provost and President. Emeritus status may be bestowed posthumously.
III. Nomination Procedure

A. Deans shall inform their colleges in the fall of the retirement of each faculty member in
the previous year.

B. Any member of the campus community may nominate a faculty member for emeritus
status. Self-nominations are also appropriate.

C. The nominating faculty member shall inquire if the eligible retired faculty member
will accept the nomination. If so, the nominating faculty shall request a comprehensive
curriculum vita from the nominee.

D. A nomination shall consist of (1) a nomination letter (500-1000 words) in which the
nominator argues that the nominee meets the criteria specified below, and (2) the
nominee’s CV. The nomination shall be submitted to the nominee’s Dean (or
equivalent).
   a. If the nomination includes an exception to the eligibility criteria, this shall be
      clearly stated and explained;
   b. The nomination letter shall clearly but briefly explain the nominee’s job
      responsibilities.

E. Each nomination shall be presented to the appropriate Dean (or equivalent), who
shall:
   a. Inform the eligible faculty member of their nomination.
   b. Inform the nominee’s department(s) (or equivalent) chair
   c. Write a separate letter indicating support, or not, for the nominee’s application;
   d. Provide the Faculty Awards Selection Committee with the nomination letter,
      the nominee’s CV, and the Dean’s letter.

IV. Selection Procedure

A. The Dean (or program director) evaluates the nomination materials (nomination
letter and CV) based on the criteria stated in section V, and writes a letter
recommending emeritus status (or not).

B. The Faculty Awards Selection Committee shall evaluate the nomination materials
(nomination letter, CV, and Dean’s letter) based on the criteria stated in section V, and
determine whether to recommend emeritus status.

C. The Faculty Awards Selection Committee shall forward to the Provost the nomination
materials (nomination letter, CV, Dean’s letter, and committee letter). The Provost
shall make their recommendation.

D. The President (or designee) shall make a final determination based on their review of
the application materials.

E. The names of the faculty members who were awarded emeritus status the preceding
academic year will be included in the convocation program.

F. The President (or designee) will notify faculty of their award and privileges and how
to activate them.
V. Criteria for Recommendation

The nomination letter must demonstrate how the nominee has served the University with distinction within the particular Unit 3 job category (see II. Eligibility). The nominee is expected to have made sustained contributions throughout their career, have a distinguished professional record, and have a desire and expectation to continue their association with the University in retirement. The nominee must have met a combination of the criteria below over their CSUSM career, as appropriate to the nominee's job category. It is understood that at different points in a faculty member's career the elements of teaching or professional performance, research/creative activities, and service may have been emphasized.

All nominees must have contributed over time, and significantly, to the mission of the University. Depending upon the job category, distinguished service to the university may be evidenced by:

- A record of excellence in performance of professional duties (appropriate to the nominee's job category) including:
  - Teaching;
  - Other instructional activities; or
  - Professional performance.
- Meaningful contributions to the curriculum or program;
- A record of sustained research/creative activity that has contributed to the profession;
- Commitment to and participation in shared governance and service to the University, and/or,
- Additional areas of excellence specific to the nominee's job category.

VI. Recognition and Privileges

A. Emeriti faculty are considered an important and integral part of the university community. Emeriti faculty are welcome to participate in the academic life of the institution.

B. Emeriti faculty shall be recognized through:

- The names of the faculty members awarded the honorary emeritus title the preceding year will appear in the convocation program.
- A permanent ID card indicating status as an emeritus member of the faculty.
- Listing of name and title of all emeriti faculty in all university catalogues.
C. Upon the approval of emeritus status by the President (or designee), the following privileges shall become available:

- Eligibility to cite CSU affiliation in publications, proposing research projects/creative endeavors, competing for and administering grants from agencies outside the CSU system.
- Free parking.
- The same library privileges as other faculty.
- The same campus network and email privileges as other faculty.
- The same faculty discounts for use of campus recreational facilities, activities and cultural events.
- Participation in department, school/college and university functions, such as convocation, commencement.
- Attendance at public university functions and celebrations affirming the academic mission of the university.
- Invitations to participate in seminars, lectures, scholarly meetings and ceremonies both as contributors and attendees.

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1 At the request of the emeritus faculty, he or she will be listed in the CSUSM phone directory.
2 For faculty opting into the Faculty Early Retirement Program (FERP), emeritus privileges will become available upon completion of FERP.

Approved by the Academic Senate 04/22/15
VII. Deadlines (The review cycle for emeritus status takes place only once each AY)

Before the end of October:
Deans (or directors) inform their colleges of each faculty member who retired in the previous year and solicits nominations for emeritus status.

Before December 15:
Nominations due to the Dean.

Before February 15:
Dean's letter, including the nomination letter and the nominee's CV, are due to the Faculty Awards Committee c/o the Office of the Academic Senate.

Before May 15:
Committee meets and makes its recommendation to the Provost.

Before July 15:
Provost makes recommendation to the President.

Before the end of July:
The President (or designee) makes a final determination.

Before August 15:
Emeritus faculty are informed of the title and benefits.

Beginning of Fall semester:
The names of the faculty members who were awarded the honorary emeritus title the preceding year are included in the convocation program.