EMERITUS FACULTY

POLICY AND PROCEDURE
FAC 157-98

Effective Date: 7 / 19 /2019

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.

Ellen J. Neufeldt, President — 7/19/19 Approval Date

Kamel Haddad, Interim Provost & Vice President for Academic Affairs — 7/16/19 Approval Date

Third Revision 7 / 19 /2019
Second Revision: September 1, 2015
First Revision: May 24, 2006
Implemented: April 17, 2000

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, 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 in the academic year prior to retirement, or within one year of retirement.

**(Throughout this document, 'emeritus' is used in a gender neutral sense, setting aside the traditional masculine sense of the word.)*

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) Lecturers (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.

Faculty participating in the Faculty Early Retirement Program (FERP) are fully eligible for nomination to emeritus status, once they have announced their intention to retire and enter the

FERP; nominations may be submitted the year before their retirement into FERP, or in any subsequent academic year.

III. NOMINATION PROCEDURE

A. Every Fall semester, Deans shall provide their colleges a roster of faculty members who retired in the previous year, as well as those faculty who have notified their Dean of their intent to retire *at the end of* the current academic year. Deans will solicit nominations for emeritus status at that time.

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).
   1. If the nomination includes an exception to the eligibility criteria, this shall be clearly stated and explained;
   2. 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:
   1. Inform the eligible faculty member of their nomination.
   2. Inform the nominee's department(s) (or equivalent) chair.
   3. Write a separate letter indicating support, or not, for the nominee's application.
   4. 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.
- Listing of name and title in the CSUSM directory, upon request of individual emeriti colleagues.

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. (Faculty participating in FERP, per Unit 3 Collective Bargaining Agreement, shall be charged the established rate for parking during months in which they are assigned to work activities.)
- 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.
- All retired faculty are invited to join the CSUSM Retirees Association, whereby other benefits may be sustained (e.g., campus email identity). Please visit the Faculty Affairs and CSUSM Retirees Association websites, for more information.

VII. DEADLINES *(The review cycle for emeritus status takes place only once each AY.)*

Before the end of October:
Deans (or equivalents) shall provide their colleges a roster of faculty members who retired in the previous year, as well as those who have publicly announced their intention to retire in the next year. Deans will solicit nominations for emeritus status at that time.

Before December 15:
Nominations due to the Dean.

Before February 1:
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 March 1:
Committee meets and makes its recommendation to the Provost.

Before April 1:
Provost makes recommendation to the President.

Before May 1:
The President (or designee) makes a final determination.

Before June 15:
Emeriti faculty are informed of the title and benefits.

Beginning of Fall semester:
The names of faculty emeriti recognized the preceding year are included in the convocation program.