

Example of the Timetable for Emeritus Status Process Example for Feb. Cycle; it would be similar for Sept. Cycle

Dear Provost XX and University Senate Chair XX:

1. Feb 1st---the deadline for nominations has closed. The nominations can be retrieved from either Patick or Provost's Exec Assistant since they are sent electronically to the "Senate Office"

2. Provost Responsibility alone—if you have any questions, please talk with ERFSA President and University Senate Chair

Nominations should be sent to the Provost on **Monday, Feb. 2nd** to screen the candidates for history of misconduct—rarely are candidates denied Emeritus Status by the Provost and only in very serious cases—see #2 below] Hopefully, to be completed **by Friday, Feb. 6th**

2. Provost/VPAA/HR approvals sent to HR/APS; *denials sent to nominees*

- In special circumstances the Provost may withhold the awarding of emeritus standing for cause. A history of conduct or behavior that contravenes basic university policies or the university purpose, vision or core values and beliefs, including serious criminal offenses, fraud, or Title IX violations, is cause for denial of Emeritus status. Individuals involved in ongoing investigations for such conduct or behavior are not eligible for emeritus status until the conclusion of the investigation(s). Provost/VPAA/HR will notify the nominees who are being denied emeritus status. Nominees who have been denied can appeal to the President by providing supporting documentation within 14 days. The President's decision regarding the appeal is due to the nominee within 30 days from the date of appeal.
- Provost/VPAA approved nominees are forwarded to HR/APS to verify the retired employees' employment at Cal Poly Humboldt.

3. By Feb. 9th the Provost's Exec Assistant emails Nominations to the appropriate employee in HR with a timeline, so they complete the determination of employment *within a week.* *These are confidential files*

3. HR/APS determines employment at Cal Poly Humboldt

- HR/APS will verify the retired employee has worked for 10 years at Cal Poly Humboldt and notify the Provost/VP Office .

Exceptions:

- § If retirees have worked 9 or so years, they may be considered for Emeritus Status.
- § If a person has worked 10 years but resigned not retired, they may be considered for Emeritus Status.

4. By Feb. 16th Provost's Exec Assistant emails the Nominations to the Emeritus Committee

[Provost Xx, University Senate Chair Xx and President of Cal Poly Humboldt ERFSA Xx] We ensure the nominees meet minimum qualifications for Emeritus Status. **Complete review by Feb. 19th by email** unless there are questionable candidates then call a Zoom or in-person meeting to discuss.

5. Emeritus Committee reviews nominees and makes recommendations to Senate
- The Emeritus committee, made up of the University Senate Chair, Cal Poly Humboldt ERFSA President, and VPAA or designee will consult about the emeritus status nominees to ensure they meet the *emeritus status criteria.

6. Nominees are put on the University Senate Calendar for approval on March 3rd

7. Senate approval
- The University Senate Chair will normally list the Emeritus Status nominations for the University Senate to confirm on the consent calendar closest to the date the Emeritus Status nomination process closes: September 1 and February 1.

8. Provost Exec Assistant sends letters to those approved for Emeritus Status and to HR by March 9th

9. Emeritus status letters are sent.
- The Provost, and University Senate Chair and Cal Poly Humboldt ERFSA President will jointly send letters informing the retirees that the Cal Poly Humboldt University Senate has approved them for Emeritus Status and inform them of their **emeritus status benefits within two weeks of the senate approving them for emeritus status. Cal Poly Humboldt ERFSA will be cc'd on the letters.

Provost Exec Assistant or Patrick will update the Google form

10. Update the Google Nomination Form after September and February cycle to remove previous nominations.

- Make a copy of the Google form for nominations and update the title and instructions for the next cycle.
- Update website to link to the new form

***Emeritus Status Criteria**

Emeritus status may be granted to any currently retired academic, administrative, staff or faculty if they have a written nomination from their former department personnel committee, Department Chair, or appropriate administrator in their former academic unit or working unit; or the Cal Poly Humboldt-Emeritus, Retired Faculty and Staff Association (Cal Poly Humboldt ERFSA) can nominate them when their appropriate administrator or department chairs are no longer employed or in a position to nominate them verifying they meet the criteria for emeritus status:

- retirement from the Cal Poly Humboldt;
- having provided ten or more years of full-time service or its aggregated equivalent at this campus; and
- meritorious contributions to teaching, scholarship, and/or service to Humboldt/CSU.

****Emeritus Status Benefits**

In accordance with section 540 of Cal Poly Humboldt's Faculty Handbook, faculty and staff emeriti may place the Latin designation emeritus or emerita following the title of their highest academic or administrative position on official correspondence, (i.e., Professor Emerita, Professor Emeritus, or Lecturer Emeritus, Lecturer Emerita, Librarian Emerita, Librarian Emeritus, Counselor Faculty Emeritus, Counselor Faculty Emerita, Coach Emeritus, Coach Emerita, Staff Emeritus, and Staff Emerita).

In accordance with Email Policy P21-01, Section I.E.: Retired faculty and staff with an official emeritus designation may retain their individual employee email accounts as long as their accounts remain active (defined as accessing the account at least once a year and not allowing the password to expire).

So far as space, resources, and priorities permit, Cal Poly Humboldt offers amenities to assist emeriti faculty, staff and administrators in their scholarly or professional pursuits, including but not limited to: the assignment of an appropriate office space if available, and access to equipment or services; the right to compete for research grants through the Sponsored Programs Foundation; use of the library; attendance at department faculty meetings as ex-officio, non-voting members with floor privileges; the same discounts for use of academic resources such as books and software as active faculty; eligibility for the appointment and/or election to faculty committees; and free parking. Emeritus faculty, staff, and administrators are also encouraged to become members in the CSU Emeritus and Retired Faculty and Staff Association, as well as the Cal Poly Humboldt ERFSA (<https://erfsa.humboldt.edu/>).