

**CAL POLY HUMBOLDT-UNIVERSITY SENATE
EMERITUS STATUS TEMPLATE RETIREES SUBMIT TO THEIR NOMINATORS**

This document is due to the retiree's nominator, who can be their former department personnel committee, Department Chair, or Supervisor in their former academic unit or working unit; or the Humboldt-Emeritus, Retired Faculty and Staff Association (Humboldt-ERFSA) when their previous supervisors or department chairs are no longer employed or in a position to nominate them.

The retirees must submit the information in this template to their nominator no later than August 15th (for Fall) or January 15th (for Spring) for their nominator to have time to nominate them. Nominations are due by September 1st for the Fall semester cycle, or February 1st for the Spring semester cycle.

Note: this document is to provide basic information for their nominator's benefit. It will not be attached to the electronic nomination form.

The Emeritus Policy states: "Recommendations for conferring emeritus status shall be based upon retirement from the California State University; 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 CSU. In special circumstances, the University Senate may award emeritus status to faculty or staff with less than 10 years of cumulative service."

Template: Limit your document to a maximum of *two pages*, single spaced, 12-pt font. No additional attachments will be accepted. Please send your template as a word document or PDF to your nominator by email.

Name and Title:

Position(s) at Cal Poly Humboldt, Department(s) or Division(s):

Date(s) of employment at Cal Poly Humboldt:

Personal Email address:

Personal phone number:

Residential mailing address:

Meritorious Contribution to teaching, scholarship, and/or service to Humboldt/CSU: Briefly describe your meritorious contributions.