

# CAL POLY HUMBOLDT

Provost and Vice President for Academic Affairs

707 826-3722 | PHONE  
aaavp@humboldt.edu | EMAIL

[MONTH] [DATE], [YEAR]

To: [NAME]

From: Dr. Jenn Capps, Provost and Vice President for Academic Affairs  
Dr. James Woglom, President of the General Faculty and Chair of the University Senate  
Marshelle Thobaben, President of the Emeritus and Retired Faculty and Staff Assc.

Subject: Notification of Emeritus Status

---

We are pleased to inform you that the University Senate of Cal Poly Humboldt has unanimously approved you for Emeritus status. Cal Poly Humboldt awards you this status with all the benefits and privileges as noted below. Emeriti faculty and staff are considered an important and integral part of the university community. The University recognizes the benefits and privileges of continued participation of retired faculty and staff in the academic life of the institution.

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 Humboldt ERFSA (<https://erfsa.humboldt.edu/>).

Congratulations, and thank you for your continuing service to the University Community.

Regards,

---

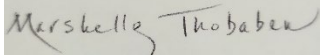
1 Harpst Street, Arcata, California 95521-8299 | [humboldt.edu/aaavp](http://humboldt.edu/aaavp)



Dr. Jenn Capps  
Vice President for Academic Affairs



Dr. James Woglom  
President of the General Faculty and Chair of the University Senate



Marshelle Thobaben  
Humboldt ERFSA President