**Template for:**

**Applications for Emeritus Status for Tenured Faculty, Lecturers, Staff and Administrators Are Due to the Senate Office by September 1, or February 1**

Applications for Emeritus Status are due to the University Senate Office from the retiree’s nominator no later than **September 1, or February**, for the Fall or Spring semester cycle. Emeritus Status is granted by the approval of a simple majority of the University Senate membership.

***Retired Cal Poly Humboldt Tenured Faculty, including FERP faculty are eligible to apply***

Tenured faculty, including FERP faculty, who retired from Cal Poly Humboldt *prior to December 2020* should have received Emeritus Status and ***do not*** *need* to reapply for it. The new Emeritus Status Policy became effective Spring 2021, therefore, any tenured faculty, including FERP faculty, who *retired on or after April 2021* ***will need*** to apply for Emeritus Status.

Emeritus Status is based on retiring so FERP faculty should apply for Emeritus Status when they retire.

***Retired Cal Poly Humboldt Lecturers, Staff, and Administrators are eligible to apply***

The new Emeritus Status Policy **allows** Cal Poly Humboldt retired lecturers, staff, and administrators to be eligible for emeritus status. Therefore, all retired lecturers, staff and administrators are eligible to apply for emeritus status.

**The criteria for emeritus status are:**

1. Retirement from the California State University; having provided ten or more years of full-time service or its aggregated equivalent at this campus (Cal Poly Humboldt); and, in special circumstances, the University Senate may award emeritus status to faculty or staff with less than 10 years of cumulative service.
2. Meritorious contributions to teaching, scholarship, and/or service to CSU.

***Guidelines: How* to *apply* for *Emeritus Status***

##### You must complete the [Humboldt-University Senate: Application for Emeritus Status Form](https://erfsa.humboldt.edu/sites/default/files/hsu-university_senate_emeritus_status_application_form_1_0_0.docx) and send it to your *nominator*. It is only for your nominator’s use. It is available at *Applying for Emeritus Status* on the Humboldt-ERFSA webpage https://erfsa.humboldt.edu/

##### Your Nominator completes: [**Humboldt Staff & Faculty Emeritus Nomination Form.**](https://forms.gle/22i2rWjkCBLXCfcU9) The nominator uses your application to complete the Nomination Form. The link to electronic Nomination Formis available at *Applying for Emeritus Status* on the Humboldt-ERFSA webpage https://erfsa.humboldt.edu/

***Nominators can be:***

1. Former department personnel committee, or
2. Former department Chair, or
3. Former supervisor in your former academic unit or working unit; or
4. Humboldt-Emeritus, Retired Faculty and Staff Association (Humboldt-ERFSA) can nominate you when your previous supervisor or department chair is no longer employed or in a position to nominate you verifying that you meet the criteria for emeritus status**.**