

Awarding Emeritus Status: The Cal Poly Humboldt University Senate, Humboldt-ERFSA and Provost Office "Vetting" and Notification Process

1. Applications for Emeritus Status are due to the University Senate Office from the retiree's nominator no later than September 1, or February 1.
2. HR/APS will verify the retired employee has worked for 10 years at Cal Poly Humboldt.
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.
3. The University Senate Chair and ERFSA Co-Chair and/or ERFSA University Senate Representative will receive the list of the nominations after their employment status has been verified by HR/APS.
4. The University Senate Chair and ERFSA Co-Chair and/or ERFSA University Senate Representative will consult about the emeritus status nominees to ensure they meet the *emeritus status criteria.
5. 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.
6. The Provost and University Senate Chair 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. Humboldt-ERFSA will be cc'd on the letters.
7. Update the Google Nomination Form after September and February cycle to remove previous nominations.

***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 Supervisor in their former academic unit or working unit ; or the Cal Poly Humboldt-Emeritus, Retired Faculty and Staff Association (Humboldt-ERFSA) can nominate them when their previous supervisors 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 Humboldt ERFSA (<https://erfsa.humboldt.edu/>).

Revised: June 5, 2022

Approved by: Provost Jenn Capps; University Senate Chair Monty Mola and Humboldt-ERFSA President Marshelle Thobaben on June 8, 2022