

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

ACADEMIC SENATE

FACULTY AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

FA-003-156

**Revision and updating of the current policy  
for granting emeritus status to faculty**

Faculty Affairs Committee

Date:

Executive Committee  
Received and Forwarded

Date: April 20, 2016

Academic Senate

Date: May 4, 2016  
First Reading

## **Referral**

Revision and updating of the current policy for granting emeritus status to faculty

## **Background**

The current sections of the manual that address the granting of Emeritus status to faculty members are not clear on how or who determines extraordinary service when somebody does not meet the minimum 12-year requirement. The policy also states that Emeritus status is to be granted “automatically” unless either the faculty member or the department objects but there’s no clear process for doing so. Currently, the resolutions for granting emeritus status are submitted by department chairs; however, there’s no established procedure on how they are approved and/or if a vote of the department faculty is needed, though the policy states that the emeritus status will not be granted if the department or the recipient oppose. The current policy also does not address the role and/or authority of the Faculty Affairs Committee in the process of granting emeritus, even though traditionally the FAC reviews the requests for approval and has decided on requests for waiving the minimum service requirement in cases of exceptional service to the university

## **Resources**

The following people were contacted and asked to provide input to the committee about the referral:

- A. Associate Vice President for Planning, Policy, and Faculty Affairs (Dr. Shanthi Srinivas) who consults with President’s Office
- B. Anita Jessup, Director, Academic Personnel
- C. Collective Bargaining Agreement
- D. Emeritus policies at other CSU campuses
- E. Deans of Academic Colleges
- F. Unit 3 members Department
- G. Separate requests for input were sent to these Unit 3 members: Department Chairs and Coaches

## **Discussion**

The FAC thoroughly reviewed the existing policy on granting emeritus status as reflected in sections 312.22 and 312.23 of the University Manual. Currently, departments are following different procedures for the granting of emeritus status, some conduct a vote while others do not vote. The committee is proposing modifications of the policy to have a standard procedure followed by all departments for recommending the granting emeritus status as well as having a procedure for appeals in case of denials. After looking at service requirements at other CSU campuses, the committee is also recommending reducing the number of years required from 12 to 10 years. Further clarification was added for when a Unit 3 member does not meet the minimum requirement and a minimum of 5 years of service is recommended for consideration of

those who do not meet the minimum 10 years but have provided exceptional contributions to the University. An effort was also made to make the language of the policy inclusive of all Unit 3 members including counselors and coaches. The committee recommends deleting section 312.23 since the information in this section is already addressed in the modified section 312.22.

**Recommendation**

Amend section 312.22 of the University Manual as shown in the attached revised draft.

Delete the following sections of the University Manual: 312.23

Section 312.22 of the University Manual provides:

The University President in the name of the University confers the title of professor emeritus, associate professor emeritus, assistant professor emeritus or lecturer emeritus on retiring faculty members, and librarian emeritus, associate librarian emeritus, senior assistant librarian, or assistant librarian emeritus on retiring librarians, counselor emeritus on retiring counselor faculty and coach emeritus on retiring coaches.

The Academic Senate Office will notify Department Chairs/Directors about Unit 3 members who are retiring and will inform retirees about this notification. The Academic Senate Office will provide a deadline for the receipt of approved resolutions for emeritus status.

**Instructional faculty, librarian faculty and counselors**

Those with a minimum of twelve-ten years of University service at the time of retirement shall be awarded emeritus status automatically, unless there is objection by the individual or her/his when a resolution approved by a majority vote of the tenured and probationary faculty of the department/unit is forwarded to the Academic Senate for recommendation to the President to confer the corresponding emeritus title. Abstentions will be counted as "yes" votes. Emeritus status will not be awarded if the individual declines receiving the title.

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**Coaches and other Unit-3 members not represented in the above paragraph**

Those with a minimum of ten years of University service at the time of retirement shall be awarded emeritus status, when a resolution approved by a majority vote of the full time coaches is forwarded to the Academic Senate for recommendation to the President to confer the corresponding emeritus title. Abstentions will be counted as "yes" votes. Emeritus status will not be awarded if the individual declines receiving the title.

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**Period of service of less than 10 years**

A lesser period of service, of at least 5 years, may be considered in instances of exceptional contribution to the University, if a written justification from the department/unit is approved by a majority vote of the tenured and probationary faculty, or full time coaches, as appropriate, when the resolution is sent forward. The final decision will be made by the University President.

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**Appeal Process**

If a department/unit does not submit a resolution, the eligible faculty member can appeal to the Faculty Affairs Committee (FAC). The FAC will meet with the eligible retiree and with the tenured and probationary faculty, or full time coaches as appropriate, of the department/unit. If the FAC recommends awarding the emeritus status, it will forward a resolution to the Executive Committee of the Academic Senate. The retiree may appeal the FAC recommendation to the University President who makes the final decision.

Section 312.23 of the University Manual provides:

Twelve years of university service at the time of retirement is considered the normal measure of eligibility for emeritus status. A lesser period of service may be considered in instances of exceptional contribution to the university.

Campus	Eligible Staff	Minimum Years Worked	Additional Requirements
Bakersfield	Administrators and Administratvie Officers with academic rank	N/A	N/A
Channel Islands	All faculty including lecturers. Librarians. Student Service Professionals	10 years + Breaks in service ok	N/A
Chico	N/A	N/A	N/A
Dominguez Hills	Tenured Faculty and Lecturer status	10 years +	N/A
East Bay	Tenures regular member of faculty	12 years +	N/A
Fresno	N/A	N/A	N/A
Fullerton	Retired Employee	10 years +	Performed high quality work
Humboldt	Any faculty member who retires under the provision of service retirement	N/A	N/A
Long Beach	All faculty	10 years + Breaks in service ok	N/A
Los Angeles	All faculty	10 years +	N/A
Maritime Academy	Full Professors and Librarians	15 years +	Extensive and significant contributions
Monterey Bay	Instructional Faculty, Librarians, Student Service Professionals	10 years +	N/A

Northridge	Senior tenured faculty	10 years +	N/A
Pomona	N/A	N/A	N/A
Sacramento	Emeritus Professor- every assistant, associate, and full professor, Emeritus Lecturer- every full and part time lecturer, Emeritus- librarians, administrative officers, student affair professionals, and staff	5 years +	50 years of age
San Bernardino	Instructional faculty, librarians, Student Service Professionals	7 years +	Must be full time
San Diego	Faculty	N/A	Merit must be met
San Francisco	Tenured member of faculty	10 years +	N/A
San Jose	Tenured member of faculty	10 years +	N/A
San Luis Obispo	Academic, management, staff employees	10 years +	Verification by program manager
San Marcos	Faculty	10 years +	N/A
Sonoma	Retired Faculty	10 years +	N/A
Stanislaus	Retired Faculty	15 years +	Made significant contributions

N/A indicates not available or not found online

Exceptions to Requirements	Nomination Process	Petition for Rejection
N/A	Peers nominate, Provost decides	N/A
N/A	All retirees eligible. Provost decides	N/A
N/A	N/A	N/A
Waiver in exceptional cases can be requested by Department Faculty	Department nominates retiree. Provost decides	N/A
May be recommended if minimum time not met, but exceptional contributions have been made	Automatic with retirement	N/A
N/A	N/A	N/A
N/A	Unit administrator nominates, Provost decides	N/A
N/A	N/A	N/A
N/A	Department nominates retiree. Provost decides	N/A
May be recommended if minimum time not met, but exceptional contributions have been made	Department nominates retiree. Provost decides	N/A
May be recommended if minimum time not met, but exceptional contributions have been made	Automatically nominated	N/A
N/A	Department nominates retiree. Provost decides	N/A



N/A	Department nominates retiree. Provost decides	N/A
N/A	N/A	N/A
N/A	Retirement procedures. Provost decides	N/A
Possible with president approval	Nominated with retirement. Provost decides	N/A
N/A	Faculty Honors and Awards Committee nominates, Provost decides	N/A
N/A	President decides	N/A
N/A	President decides	N/A
N/A	President decides	N/A
Exceptional cases	President decides	N/A
N/A	Senate recommends. Provost decides	N/A
Exceptional cases	Automatically nominates. Provost decides	N/A

## Links

Section 308.2 et seq.: [http://www.csub.edu/senate/\\_files/university-handbook-revised-11-12-15.pdf](http://www.csub.edu/senate/_files/university-handbook-revised-11-12-15.pdf)

Policy # SP 06-16: <http://senate.csuci.edu/policies/2006-2007/sp06-16-emeritusfaculty.pdf>  
<http://www.csuchico.edu/faaf/academic-personnel/EmeritusandEmerita%20.shtml>

<http://www4.csudh.edu/Assets/CSUDH-Sites/PMs/docs/most-recent/pm-2014-02-emeritus-tenured-lecturer-status.pdf>

[http://www20.csueastbay.edu/oaa/files/policy\\_files/emeritus.pdf](http://www20.csueastbay.edu/oaa/files/policy_files/emeritus.pdf)  
[documents/index.html](http://www20.csueastbay.edu/oaa/files/policy_files/emeritus.pdf)

<https://hr.fullerton.edu/documents/guidelines/Emeritus%20Status-StaffAdministrator%20Guidelines.pdf>

Section 540: <http://www2.humboldt.edu/aavp/sites/default/files/facultyhandbook/Section500.pdf>;  
also see bottom of page 6:  
<https://www2.humboldt.edu/aavp/sites/default/files/facultyhandbook/Section800.pdf>

[http://web.csulb.edu/divisions/aa/grad\\_undergrad/senate/policy/academic/numerical/EmeritusFacultyRightsandPrivledges.html](http://web.csulb.edu/divisions/aa/grad_undergrad/senate/policy/academic/numerical/EmeritusFacultyRightsandPrivledges.html)

Search for "emeritus stautus": <http://www.calstatela.edu/academicssenate/handbook/ch8>

[http://www.csum.edu/c/document\\_library/get\\_file?uuid=07f91e78-1b33-4c34-a4f1-16cf1f79be2c&groupId=3965808](http://www.csum.edu/c/document_library/get_file?uuid=07f91e78-1b33-4c34-a4f1-16cf1f79be2c&groupId=3965808)

[https://csumb.edu/policy/policy-faculty-emeritusa-status?\\_search=emeritus+status](https://csumb.edu/policy/policy-faculty-emeritusa-status?_search=emeritus+status)

Search Section 650: [http://www.csun.edu/sites/default/files/SEC600\\_1516\\_Final.pdf](http://www.csun.edu/sites/default/files/SEC600_1516_Final.pdf)

[www.cpp.edu/~faculty~affairs/documents/Faculty\\_privileges\\_2010.pdf](http://www.cpp.edu/~faculty~affairs/documents/Faculty_privileges_2010.pdf)

<http://www.csus.edu/acse/Senate-Info/14-15Agendas-Minutes/051415Agendas-Minutes/14-15FS-134ap.pdf>

<http://senate.csusb.edu/fam/policy/%28admin%29emeritus.pdf>

Search Emeritus Status (pg 93): <http://fa.sdsu.edu/documents/upf2013.pdf>

Search Emeritus (pg 23):

[http://facaffairs.sfsu.edu/sites/sites7.sfsu.edu.facaffairs/files/Faculty\\_Manual\\_2014.pdf](http://facaffairs.sfsu.edu/sites/sites7.sfsu.edu.facaffairs/files/Faculty_Manual_2014.pdf)

[www.sjsu.edu/senate/docs/F14-2.pdf](http://www.sjsu.edu/senate/docs/F14-2.pdf)

[policy.calpoly.edu/cap/500/CAP550FinalApprovedasRevised-2015-06-25.pdf](http://policy.calpoly.edu/cap/500/CAP550FinalApprovedasRevised-2015-06-25.pdf)

[www.csusm.edu/policies/active/documents/emeritus\\_faculty.html](http://www.csusm.edu/policies/active/documents/emeritus_faculty.html)

[www.sonoma.edu/uaffairs/policies/emeritus.htm](http://www.sonoma.edu/uaffairs/policies/emeritus.htm)

<https://www.csustan.edu/sites/default/files/FacultyHandbook/Publications/Policies/Fac/EmeritusProfessorStatus.pdf>.