

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  
May 25, 2016  
Second 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. The resolution shall be sent by the Department Chair or designee, acknowledging the department/unit vote, 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.~~

#### **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. The resolution shall be sent by the Athletics Director or designee, acknowledging the vote, 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.~~

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

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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.

### Appeal Process

If a department/unit does not submit a resolution, the eligible faculty member can appeal to the Faculty Affairs Committee (FAC). The appeal shall consist of a written request including a draft of a proposed emeritus resolution. 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 its resolution to the Executive Committee of the Academic Senate. If the FAC does not recommend awarding the emeritus status, the retiree may appeal in writing to the University President who makes the final decision.

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Section 312.23 of the University Manual provides:

Upon recommendation of the faculty affairs committee, the president in the name of the university confers the title of (THE APPROPRIATE SPECIFIC TITLE WILL BE INSERTED) on retiring professionals of the related areas constituency of the academic senate.

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.

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