



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1391**

POLICY ON GRANTING EMERITUS STATUS TO FACULTY

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.

1. INSTRUCTIONAL FACULTY, LIBRARIAN FACULTY AND COUNSELORS

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, by secret ballot, 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.

2. 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.

3. 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.



4. 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 appeal shall be submitted within two calendar years of the faculty member's effective date of retirement. 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.