

**Section 650.3.1 of Section 600 Administrative Manual  
Emeritus Status Criteria**

Senior tenured members of the faculty who have served a minimum of 10 years as full-time tenure track faculty at CSUN and who have retired from active service in the University, and lecturer faculty members who have served the equivalent of a minimum of 10 years of full-time service at CSUN and who have retired from active service in the University, may be granted Emeritus status by the President of the University. Those faculty members participating in the Faculty Early Retirement Program may be granted Emeritus status after completing their final semester of service. The **granting of Emeritus status recognizes faculty members who have met their professional responsibilities as members of an academic profession, as teachers, counselors, or librarians, as colleagues, and as members of an academic institution and who have consistently performed high quality work in the areas of (1) teaching, librarianship, or counseling, (2) scholarly or creative activity, and/or (3) service.**

**NOTE: This year, all nominations (this form and two attachments) must be submitted to the Office of Faculty Affairs by the deadline of January 26, 2024, or earlier. Any nominations received by the department directly should be forwarded to Faculty Affairs for an initial eligibility check.**

**Attach to this nomination form:**

- 1. Biography (maximum 200 words)**
- 2. Current Curriculum Vitae**

<b>Step 1: Nomination</b>	
Nominee's Name:	CSUN ID:
Department:	Dept. Phone:
Nominee's Home Address:	
City, State, Zip:	
Nominee's CSUN Email Address:	
Nominee's Status: <input type="checkbox"/> Tenure-Track Faculty <input type="checkbox"/> Lecturer Faculty	
Beneficiary Name:	Date of Birth:
<i>Name of life partner, if any, who would be eligible for surviving life partner rights and privileges.</i>	
Name of Nominator:	
Title of Nominator:	
Nominator's Signature:	Date:

**Step 2: Department Committee's Review and Recommendation**

1. Review Nomination and attachments
2. Write Recommendation letter (based on criteria in Section 650) and attach to form

Select one:

- Recommend for Emeritus Status     Do not Recommend for Emeritus Status

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Forward nomination with attachments from the Department Personnel Committee or "Faculty Emeritus Committee" and written recommendation to College Dean (or equivalent Administrator).

**Due Date to College Dean is Tuesday, February 27, 2024 or earlier.**

**Step 3: Dean's Review and Recommendation**

1. Review Nomination and attachments
2. Review Personnel Action File (recommended)
3. Write Recommendation letter (based on criteria in Section 650) and attach to form

Select one:

- Recommend for Emeritus Status     Do not Recommend for Emeritus Status

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Forward all nomination and recommendation materials with attachments from the Dean and the Department Level Review to the Personnel Planning and Review Committee.

**Due Date to Personnel Planning and Review Committee is Tuesday, March 19, 2024 or earlier. Submit to the Office of Faculty Affairs via email at [faculty.affairs@csun.edu](mailto:faculty.affairs@csun.edu).**

**Step 4: Personnel Planning and Review Committee's Review and Recommendation**

1. Review Nomination and attachments
2. Write Recommendation letter (based on criteria in Section 650) and attach to form

Select one:

- Recommend for Emeritus Status     Do not Recommend for Emeritus Status

Signature: \_\_\_\_\_

Date: \_\_\_\_\_