

POLICY STATEMENT
Faculty Emeritus - Criteria and Procedures
(Section 650.3.1 and 650.3.2 of the Administrative Manual)
(Approved 4/30/16)

650.3 Emeritus Status.**1. 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.

2. Procedures.

- a. A faculty member may be nominated for Emeritus status by the eligible faculty member, the faculty member's Department Chair (or equivalent), the faculty member's College Dean (or other equivalent administrator), or other senior-rank tenured faculty member in the University. The eligible faculty member or other nominator must submit an updated curriculum vitae and a short biography (200 words or less) of the nominee to the Department Personnel Committee and request review of the faculty member for Emeritus status, no later than the deadline set forth in the Academic Year Calendar of Personnel Procedures.
- b. The Department Personnel Committee will review the nomination based on the criteria set forth in this section and forward the nomination and its recommendation to the College Dean (or equivalent administrator) no later than the deadline date set forth in the Academic Year Calendar of Personnel Procedures. However, the probationary and tenured members of the Department may choose to elect a Faculty Emeritus Committee to act in lieu of the Department Personnel Committee for purposes of evaluating the Emeritus nominations. The Dean will review the nomination and recommendation based on the criteria set forth in this section and forward it with the Dean's recommendation to the Personnel Planning and Review Committee on or before the deadline date set forth in the Academic Year Calendar of Personnel Procedures. The Personnel Planning and Review Committee will review the nomination and recommendations based on the criteria set forth in this Section and forward them with the Committee's recommendation to the President of the University on or before the deadline date set forth in the Academic Year Calendar of Personnel Procedures. Upon review and upon approval, Emeritus status is granted by the President of the University. The President will inform the faculty member of the final decision.