

**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.**

It is recommended that the Personnel Action File (PAF) be reviewed by the Dean.

Step 1: Nomination

Nominee's Name: _____ CSUN ID: _____

Department: _____ Dept. Phone: _____

Nominee's Home Address: _____

City, State, Zip: _____

Nominee's CSUN Email Address: _____

Nominee's Status: Tenure-Track Faculty Lecturer Faculty

Name of Nominator: _____

Title of Nominator: _____

Is the nominee's Emeritus status contingent upon the approval of participation in the Early Exit Program? ___Yes ___No

Nominator's Signature: _____

Date: _____

Attach to this nomination form:

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

Forward form & the above attachments to Department Personnel Committee or the designated "Faculty Emeritus Committee".

Date Due to Department Personnel Committee is Friday, January 29, 2021 or earlier

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 Monday March 1, 2021 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 Monday, March 22, 2021 or earlier. Submit to the Office of Faculty Affairs via email at 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: _____