


Date: January 20, 2021

To: Department Chairs

From: Diane Guido 
Associate Vice President, Faculty Affairs

Subject: Candidates for Emeritus Status

Section 650.3.2 of the [Administrative Manual](#) describes the method by which faculty members who have retired (or are about) to retire can be granted Emeritus Status. Faculty eligible for nomination are encouraged to self-nominate (or be nominated) using the new Emeritus Nomination form available on the Faculty Affairs website at the following link: <http://www.csun.edu/faculty-affairs/forms>.

The form applies to both Tenure-line and Lecturer faculty who meet the criteria. Faculty Early Retirement Program (FERP) faculty are eligible in the semester in which FERP is completed.

Nominations must be reviewed at the department level by the Department Personnel Committee (or Faculty Emeritus Committee). The Dean's (or equivalent administrator) review and recommendation are also part of the process. Fall nominations must adhere to the following deadlines:

January 29 (Fri.) or earlier – Nominations of faculty for Emeritus status will be submitted to the nominated faculty member's Department Personnel Committee or Department Emeritus Committee.

March 1 (Mon.) or earlier –Departments will forward all faculty Emeritus nominations accompanied by written recommendations to the College Dean.

March 22 (Mon.) or earlier – College Deans will forward all faculty Emeritus nominations, Department Committee recommendations, and the Dean's recommendations to the Office of Faculty Affairs for review by the Personnel Planning and Review Committee.

Please note that the short biography of 200 words or less that is part of the nomination may be used in an event program to honor the faculty member. Please contact Faculty Affairs at ext. 2962 or by way of email (faculty.affairs@csun.edu) for any questions.

DG:aa
u:/Shared/Emeritus/emergitus-nominations-memo-Spring21

cc: President Erika D. Beck
Provost Mary Beth Walker
Vice President William Watkins
College Deans
Faculty President
Chair of the Personnel Planning and Review Committee