



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

**POLICY ON GRANTING EMERITUS STATUS TO FACULTY**

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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. LATE OR OFF-CYCLE EMERITUS REQUEST PROCESS**

If a department/unit passes an Emeritus resolution but does not submit a resolution by the date requested by the Academic Senate, the eligible faculty member and/or department can request that the Faculty Affairs Committee (FAC) consider the Emeritus resolution during the current academic year. The request shall be made in writing and include a draft of the Emeritus resolution and justification for the exception. Otherwise, the emeritus request can be made to the Academic Senate off cycle and granted during the next academic year.

#### **5. APPEALS PROCESS**

When a department motion for emeritus does not pass by a simple majority, the faculty member may appeal directly to the Academic Senate Executive Committee. The appeal shall be submitted within two (2) calendar years of the faculty member's effective date of retirement the Executive Committee shall review the request, consult with Faculty Affairs, and, if necessary, convene a subcommittee to evaluate the claim. The Executive Committee or their designees shall, at a minimum, meet with the eligible retiree and with the tenure-track faculty of the department/unit and report to the Executive Committee. If the Executive Committee upholds the appeal, they will recommend to the President that emeritus status be awarded. If the Executive Committee does not recommend awarding the emeritus status, the retiree may appeal in writing to the University President who makes the final decision.

Emeritus status may be revoked upon request of the granting department or by the University for egregious conduct violations discovered during their tenure as a faculty or during retirement. The request for revocation shall be made in writing to the University President. The President (or their designees) shall determine the veracity of the claims and, in consultation with the Executive Committee of the Academic Senate, uphold or revoke Emeritus status. If the University President and the Executive Committee disagree, the Executive Committee may issue a dissenting opinion.