

# Draft Vetting Process Revision

## Awarding Emeritus Status: The Cal Poly Humboldt University Senate, Cal Poly Humboldt ERFSA and Provost Office "Vetting" and Notification Process

1. Call for applicants
  - Notification to retirees of the emeritus application process will be sent by the Provost's Office to the campus community and by Cal Poly Humboldt ERFSA to its listserv no later than a month before the nominations are due to the University Senate Office.
  - Applications for Emeritus Status are due to the Provost's Office from the retiree's nominator no later than September 1, or February 1.
2. HR/APS determines eligibility
  - HR/APS will verify the retired employee has worked for 10 years at Cal Poly Humboldt.
  - Exceptions:
    - If retirees have worked 9 or so years, they may be considered for Emeritus Status.
    - If a person has worked 10 years but resigned not retired, they may be considered for Emeritus Status.
4. Provost/VPAA/HR approvals sent to Emeritus committee; denials sent to nominees
  - Provost/VPAA/HR approve nominees and forward to Emeritus committee to be confirmed by the University Senate.
  - In special circumstances the Provost may withhold the awarding of emeritus standing for cause. A history of conduct or behavior that contravenes basic university policies or the university purpose, vision or core values and beliefs, including serious criminal offenses, fraud, or Title IX violations, is cause for denial of Emeritus status. Individuals involved in ongoing investigations for such conduct or behavior are not eligible for emeritus status until the conclusion of the investigation(s). Provost/VPAA/HR will notify the nominees who are being denied emeritus status. Nominees who have been denied can appeal to the President by providing supporting documentation within 14 days. The President's decision regarding the appeal is due to the applicant within 30 days from the date of appeal.
5. Emeritus Committee reviews applications and makes recommendations to Senate
  - The Emeritus committee, made up of the University Senate Chair, Cal Poly Humboldt ERFSA President, and VPAA or designee will consult about the emeritus status nominees to ensure they meet the \*emeritus status criteria.
6. Senate approval

- The University Senate Chair will normally list the Emeritus Status nominations for the University Senate to confirm on the consent calendar closest to the date the Emeritus Status nomination process closes: September 1 and February 1.
7. Emeritus status letters are sent.
    - The Provost, and University Senate Chair and Cal Poly Humboldt ERFSA President will jointly send letters informing the retirees that the Cal Poly Humboldt University Senate has approved them for Emeritus Status and inform them of their **\*\*emeritus status benefits within two weeks of the senate approving them for emeritus status. Cal Poly Humboldt ERFSA will be cc'd on the letters.**
  8. Update the Google Nomination Form after September and February cycle to remove previous nominations.

### **\*Emeritus Status Criteria**

Emeritus status may be granted to any currently retired academic, administrative, staff or faculty if they have a written nomination from their former department personnel committee, Department Chair, or **appropriate administrator** in their former academic unit or working unit; or the Cal Poly Humboldt-Emeritus, Retired Faculty and Staff Association (Cal Poly Humboldt ERFSA) can nominate them when their **appropriate administrator** or department chairs are no longer employed or in a position to nominate them verifying they meet the criteria for emeritus status:

- retirement from the Cal Poly Humboldt;
- having provided ten or more years of full-time service or its aggregated equivalent at this campus;
- and
- meritorious contributions to teaching, scholarship, and/or service to Humboldt/CSU.

### **\*\*Emeritus Status Benefits**

In accordance with section 540 of Cal Poly Humboldt's Faculty Handbook, faculty and staff emeriti may place the Latin designation emeritus or emerita following the title of their highest academic or administrative position on official correspondence, (i.e., Professor Emerita, Professor Emeritus, or Lecturer Emeritus, Lecturer Emerita, Librarian Emerita, Librarian Emeritus, Counselor Faculty Emeritus, Counselor Faculty Emerita, Coach Emeritus, Coach Emerita, Staff Emeritus, and Staff Emerita).

In accordance with Email Policy P21-01, Section I.E.: Retired faculty and staff with an official emeritus designation may retain their individual employee email accounts as long as their accounts remain active (defined as accessing the account at least once a year and not allowing the password to expire).

So far as space, resources, and priorities permit, Cal Poly Humboldt offers amenities to assist emeriti faculty, staff and administrators in their scholarly or professional pursuits, including but

not limited to: the assignment of an appropriate office space if available, and access to equipment or services; the right to compete for research grants through the Sponsored Programs Foundation; use of the library; attendance at department faculty meetings as ex-officio, non-voting members with floor privileges; the same discounts for use of academic resources such as books and software as active faculty; eligibility for the appointment and/or election to faculty committees; and free parking. Emeritus faculty, staff, and administrators are also encouraged to become members in the CSU Emeritus and Retired Faculty and Staff Association, as well as the Cal Poly Humboldt ERFSA (<https://erfsa.humboldt.edu/>).

# Current Vetting Process

## **Awarding Emeritus Status: The Cal Poly Humboldt University Senate, Humboldt-ERFSA and Provost Office "Vetting" and Notification Process**

1. Applications for Emeritus Status are due to the University Senate Office from the retiree's nominator no later than September 1, or February 1.
2. HR/APS will verify the retired employee has worked for 10 years at Cal Poly Humboldt.  
Exceptions:
  - If retirees have worked 9 or so years, they may be considered for Emeritus Status.
  - If a person has worked 10 years but resigned not retired, they may be considered for Emeritus Status.
3. The University Senate Chair and ERFSA Co-Chair and/or ERFSA University Senate Representative will receive the list of the nominations after their employment status has been verified by HR/APS.
3. The University Senate Chair and ERFSA Co-Chair and/or ERFSA University Senate Representative will consult about the emeritus status nominees to ensure they meet the \*emeritus status criteria.
4. The University Senate Chair will normally list the Emeritus Status nominations for the University Senate to confirm on the consent calendar closest to the date the Emeritus Status nomination process closes: September 1 and February 1.
5. The Provost and University Senate Chair will jointly send letters informing the retirees that the Cal Poly Humboldt University Senate has approved them for Emeritus Status and inform them of their \*\*emeritus status benefits. Humboldt-ERFSA will be cc'd on the letters.
6. Update the Google Nomination Form after September and February cycle to remove previous nominations.

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- meritorious contributions to teaching, scholarship, and/or service to Humboldt/CSU.

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