

Memorandum from Policy Facilitation Team

To: VP Katherine Kantardjieff

Subject: Policy for final Presidential approval

From: AVP Fran Horvath, Chair Policy Facilitation Team

Date: March 4, 2021

Policy: Emerit Policy

At the request of Cabinet, the Policy Facilitation Team has broadened the scope of the campus' former "Faculty Emeritus Policy" to now include CSUMB staff as well.

Katherine Kantardjieff

Katherine Kantardjieff, Provost

03/04/2021

Date



California State University Monterey Bay

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Emerit Policy

1.00 Purpose

The purpose of this policy is to establish eligibility criteria for emerit status and to define the rights and privileges associated with such status. This policy is deemed to be consistent with the University's commitment to the principles, goals, and ideals described in the CSUMB Founding Vision and to its core values.

2.00 Definitions

Emerit status is an honorary title awarded for distinguished service that reflects CSUMB's core values. The President may bestow the title on an eligible faculty or staff member who is entering permanent retirement and who has served CSUMB with distinction. The bestowal of emerit status is a distinctive honor, not a right. An individual is not eligible for emerit status until permanently retired or until any service in the Faculty Early Retirement Program [FERP] has been completed.

For the purposes of this policy *faculty* are defined as CSUMB employees who are classified as Unit 3; *staff* are defined as all other CSUMB employees who are not classified as Unit 3 at the time of retirement.

3.00 Eligibility

Nominations for emerit status are limited to the following employee categories:

- Instructional faculty who hold the rank of Full Professor with tenure;
- Librarians who hold the rank of Full Librarian with tenure;
- Student services professionals who hold the rank of Student Services Professional, Academic-Related III with tenure;
- Any other faculty member who has rendered distinguished service to CSUMB for a period of at least ten years;
- Employees in the staff category who have made extraordinary and meritorious contributions to the fulfillment of the mission and programs of CSUMB for ten years or longer.

A qualifying employee may be nominated for emerit status as soon as a retirement date is announced. However, formal conferral of emerit status cannot occur until the employee has officially retired or until any service in the Faculty Early Retirement Program has been completed. The University recognizes newly awarded emerit status on an annual basis. Emerit status may be bestowed posthumously.

4.00 Nomination and Recommendation

All awards of emerit status are announced to the University community by the University President, or designee.

4.10 Faculty Emerit Nomination

- Each nomination for emerit faculty status shall be accompanied by a succinct recommendation (approximately 1000 words or less) from colleagues to the Dean or appropriate administrator providing evidence of extraordinary and meritorious service.
- Nominations may come from either within or outside the retiring faculty member's department or equivalent unit, as described in the [Procedures for the Award of Emerit Status](#). Nominations submitted by faculty in the retiring faculty member's department must be approved by a simple majority (50% plus one vote) of tenured, probationary, and full-time temporary faculty in the department before being forwarded to the Dean.
- Nominations from outside the retiring faculty member's department shall be sent to the Dean or appropriate administrator, and must be approved by a simple majority of the tenured, probationary, and full-time temporary faculty members in the College or equivalent unit before being forwarded to the Provost.

4.20 Dean's and Provost's Recommendations for Faculty Emerit

- The College Dean shall forward the nomination and a written recommendation to the Provost no later than the date specified on the Academic Personnel Calendar.
- The Provost shall forward the nomination and a recommendation to the President.
- The President shall make the final decision regarding award of emerit faculty status and shall notify the retiring faculty member in writing of the final decision.

4.30 Staff Emerit Nomination by Staff Colleagues

- Each nomination for emerit staff status shall be accompanied by a succinct recommendation (approximately 1000 words or less) from colleagues to the nominee's supervisor, or appropriate administrator, providing evidence of extraordinary and meritorious service.
- Nominations may come from either within or outside the retiring staff member's department or unit. Nominations submitted by staff within the retiring staff member's department must be approved by a simple majority (50% plus one vote) of the staff in the department before being forwarded to the supervisor.
- Nominations from outside the retiring staff member's department shall be sent to the supervisor or appropriate administrator, and must be approved by a simple majority of the staff in the unit before being forwarded to the Vice President.

4.40 Supervisor's and Vice President's Recommendations for Staff Emerit

- The Supervisor shall forward the nomination and a written recommendation to the divisional Vice President no later than the date specified on the Academic Personnel calendar.
- The Vice President shall forward the nomination and a recommendation to the President.
- The President shall make the final decision regarding award of staff emerit status and shall notify the retiring staff member in writing of the final decision.

5.00 Titles

The emerit title shall correspond with the rank held at time of retirement.

6.00 Recognition and Privileges

6.10 Recognition

Emerit staff and faculty are considered an important and integral part of the university community. Emerit staff and faculty shall be recognized by:

- Listing of the name of emerit staff or faculty on the campus website;
- Presentation of a certificate of emerit status at a university event; and,
- Issuing a permanent ID card indicating status as an emerit member of the staff or faculty.

6.20 Privileges

Emerit staff and faculty shall be accorded the following privileges:

- Use of emerit title on business cards and communications to designate the continued honorary status with CSUMB; and,
- Same library privileges as regular staff or faculty;
- Access to campus recreational and social facilities on the same basis as they are enjoyed by the general staff and faculty;
- Admission to cultural and athletic events at the staff or faculty discount;
- Invitation to participate in public ceremonies of the university, including commencement, open houses, and selected university functions;
- Invitation to serve in a consultative capacity to the school or university, as needed;
- Complimentary electronic copies of university publications;
- Access to university computing facilities and electronic mail;
- The ability to purchase a parking permit at the same rate as is currently available to other employees in similar classifications;
- Other rights and privileges as recommended by the College Dean (for faculty) or Vice President (for staff) and approved by the President.

7.00 Obligations

Emerit staff and faculty have an obligation to cite CSUMB as their academic affiliation when university resources and/or university facilities are used in the performance of their professional activities. Emerit staff and faculty are encouraged to contribute their knowledge and skills to the intellectual and cultural life of the university. Emerit staff and faculty are expected to uphold the CSUMB mission and vision in their professional activities. The President has the right to revoke the emerit status from any staff or faculty for actions that are contrary to the mission, vision, and values of the university.

8.00 Adjunct and Part-Time Service

Emerit faculty and staff may be eligible to be appointed as adjunct faculty (voluntary employees) or part time lecturers. Prior to appointment as a part-time lecturer, emerit faculty and staff should

consult with University Personnel to review any potential impact on their retirement income/status. The Provost makes such appointments upon the recommendation of the appropriate department and the Dean.

9.00 Continuous Renewal

This policy shall be reviewed ten years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time as necessary.



President Eduardo M. Ochoa

Effective Date: 03/04/2021

Certification of Process

Reviewed by: Enrollment Services & Academic Leadership Team, University Personnel, Associated Students, Administration & Finance, University Development, Academic Senate Executive Committee, Educational Planning and Policy Committee, Faculty Affairs Committee, Academic Senate, Policy Facilitation Team, Academic Affairs, and Provost.