

California State University, Dominguez Hills

Request for Emeritus Faculty Status

Before completing this request, please carefully read PM2014-02.

Summary of Policy for Emeritus Faculty Status

Criteria – Retirement as full-time, tenured or lecturer faculty member with a minimum of ten (10) years of service at the University; distinguished performance in one or more of the traditional areas of performance evaluation; and favorable recommendation from faculty of retiree’s department.

Benefits for Emeritus Faculty – In addition to all benefits and privileges accorded University retirees: emeritus identification card; listing in University Catalog and campus directory; participation in department meetings and affairs, as appropriate; service as members of graduate thesis or project committees; office space, administrative support and University resources, subject to availability; access to computer services and campus rooms and facilities for meetings and reunions; free use of athletic facilities, as available to regular faculty; free receipt of University publications, upon request; free or discount fees for all campus cultural and athletic events; and free lifetime campus parking pass.

Instructions: Please provide all requested information. Append a current curriculum vita or resume. After completion, submit materials to the department chair for the department faculty’s endorsement.

Name _____ Dept. _____
First M.I. Last

Rank _____ Academic Year in which
Tenure was Awarded _____

Employed full-time
at CSUDH since _____ Retirement Date _____
Month Day Year Month Day Year

Summary – Significant Honors/Awards/Distinctions and Year in which Received, e.g., CSUDH Outstanding Professor Award, Lyle E. Gibson Distinguished Teacher Award, honorary degree(s):

Signature _____ Date _____

Street Address _____ City, State & Zip _____

Telephone Number (Specify whether home or cell.) _____ E-Mail Address _____

Requested by _____
First M.I. Last

Recommendations and Decision

Department

_____ Department faculty recommend award of emeritus faculty status.

_____ Department faculty do not recommend award of emeritus faculty status.

Department Chair _____
Signature attests to department faculty’s recommendation Date

University Leaves and Honors Committee

Only in the absence of a recommendation from the department faculty:

_____ Leaves and Honors Committee recommends award of emeritus faculty status.

_____ Leaves and Honors Committee does not recommend award of emeritus faculty status.

Committee Chair _____
Signature attests to Committee’s recommendation Date

College Dean

_____ Dean recommends awarding emeritus faculty status

_____ Dean does not recommend awarding emeritus faculty status

College Dean _____
Signature attests to College Dean’s recommendation Date

RETURN REQUEST TO FACULTY AFFAIRS (WH-B368) FOR FURTHER PROCESSING.

Provost Recommendation

_____ Provost recommends awarding emeritus faculty status

_____ Provost does not recommend awarding emeritus faculty status

Provost/Vice President for Academic Affairs: _____ Date: _____
Signature

Presidential Decision

_____ President awards emeritus faculty status.

_____ President does not award emeritus faculty status.

President/Designee _____
Signature Date

When fully executed (including recommendation and President’s decision), original request shall be placed in the retired faculty member’s Personnel Action File.

If approved, copy of request to:

- Applicant
- College Dean
- Emeritus Faculty Association (via President’s Office)

If not approved, copy of request to:

- Applicant
- College Dean