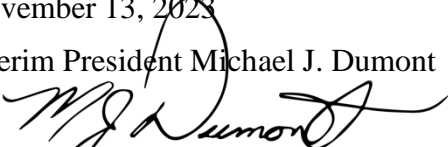




# CAL MARITIME ACADEMY POLICY & PROCEDURE MANUAL

<b>Policy Title:</b>	<b>Emeritus/Emerita Faculty</b>
<b>Policy Number:</b>	AA 06-001
<b>Policy Administrator:</b>	Provost and Vice President for Academic Affairs
<b>Policy Initiator:</b>	Associate Provost of Academic Affairs
<b>Authority:</b>	President
<b>Effective Date:</b>	April 17, 2000
<b>Revised Date:</b>	November 13, 2023
<b>Approved:</b>	Interim President Michael J. Dumont
<b>Approval Signature:</b>	

## **Emeritus/Emerita Faculty Policy**

- Purpose:** The purpose of this policy is to honor, and provide the opportunity for, continued exceptional service and professional contributions to California State University Maritime Academy by its faculty upon their retirement. This policy establishes policy and procedural guidelines for selecting, recommending, and conferring Emeritus/Emerita Faculty status for all eligible faculty as described below.
- Scope:** This policy applies to all tenured faculty, including maritime vocational instructors, librarians, and long-time administrators with academic retreat rights of California State University Maritime Academy.
- Accountability:** Provost and Vice President for Academic Affairs
- Policy:** It is the policy of California State University Maritime Academy (hereafter Cal Maritime) to confer the status of Emeritus/Emerita Faculty upon retiring or retired member of the tenured faculty as an acknowledgement of meritorious service by that faculty member in support of the academic programs of Cal Maritime. Conferral of this status is subject to the requirements and procedures listed below.

## Procedures:

It is not intended that emeritus/emerita status be awarded automatically to any faculty member upon retirement. This title is reserved for those who have made extensive, significant contributions to the academic programs of Cal Maritime in any of the following areas:

- A. Teaching
- B. Scholarship
- C. Creative Activities
- D. Service to the Institution

Procedures for recommending the conferral of emeritus/emerita status are dependent upon both rank and length of service to Cal Maritime

Section 1. Upon retirement, full professors, librarians, maritime vocational instructors IV and administrators with academic retreat rights with fifteen or more years of service to the institution may apply for the honorary rank of Professor Emeritus. The nominee shall submit a request for consideration of Emeritus status to the Dean of the school in which they hold an appointment or to the otherwise appropriate administrator. This letter should succinctly describe the nominee's meritorious service, especially in the areas of teaching, scholarship, and service to the institution. The nominee may choose to have the application supported by letters of recommendation from faculty. The Dean or appropriate academic administrator shall then write a letter to accompany the nomination and submit all materials to the Provost and Vice President for Academic Affairs, who shall submit material to, and confer with, the President of Cal Maritime for consideration.

Section 2. Upon retirement, those faculty members who do not meet the above criteria of longevity or rank, but who have contributed both extensively and significantly to the academic programs of the Academy may also be nominated for emeritus/emerita status. Nomination may be made by the faculty member's department or by a tenured member of the general faculty. With the consent of the nominee, the merit of the nominee's contributions to the academic programs of the Academy shall then be reviewed, successively, by the following entities:

- (1) The tenured faculty of the nominee's department,
- (2) The nominee's department Chair
- (3) The nominee's Dean, and
- (4) The Provost and Vice President for Academic Affairs

Each nomination shall be accompanied by a succinct statement to the President providing evidence of meritorious service in the form of a recommendation. Such statements may be accompanied by additional documents that support the recommendation. Recommendations, based upon the reviews done by these entities, shall be passed on to the President of Cal Maritime for consideration.

Section 3. Timeline. A retiring faculty member (who fits the criteria in Section 1 or 2 above) shall submit their nomination materials in the final semester of their employment, or within six months of retirement. The President's conferral (as noted in Section 4 below), shall be made within six weeks of receiving the nomination material.

Section 4. If the President finds the contributions to Cal Maritime by the applicant (as nominated through the process in either Section 1 or Section 2 above) to have been both extensive and significant,

conferral of the status of Emeritus/Emerita Faculty, with all the privileges attendant thereto, shall be obtained by the faculty member. The President shall notify the individual in writing of the conferral, and shall announce the names of faculty awarded emeritus status at fall convocation. The names of all Emeritus Faculty shall be kept in the Office of Human Resources.

## **HONORS AND PRIVILEGES OF EMERITUS/EMERITA STATUS**

Emeritus or emerita faculty shall have all the privileges granted to full-time faculty members, subject to the availability of resources and the need to grant current faculty first priority. Such privileges include the following:

- Listing in the Cal Maritime Catalog;
- Retention of a csu.edu email account, subject to periodic review;
- Invitations to attend public University events and functions;
- Continued faculty privileges such as University libraries, athletic events, and recreational activities commensurate with other full time faculty as determined by the Provost;
- Upon request, free parking on campus\*

\* Faculty in the Faculty Early Retirement Program, during the period of active employment on campus, are required to purchase and display a parking permit during any semester in which they are employed.