****108 Administration Building

1001 Campus Delivery

Fort Collins, Colorado 80523-1001

P: 970-491-6614

Administrative Professional Staff Application for Emerit Status

**Section 1: Retiring Administrative Professional Staff Member Information**

Name:

Title:

Department:

Division:

CSU Start Date:

CSU Retirement Date:

Total Years of Service to CSU:

Emerit Title to be Used: ☐ Emeritus ☐ Emerita ☐ Emerit (non-binary)

Highest AP Staff Position to be used in Emerit Title:

**Section 2: Nominator Information (if applicable)**

*Self-nominators may skip to Section 3.*

Name:

Title:

Department:

Division:

**Section 3: Qualifications**

Attach a brief explanation (<1 page) of how the eligibility requirements are met.

**Section 4: Signatures and Approvals**

**Applicant or Nominator:**

Signature: Date:

**Department Head/Director:** *Verify information provided and sign below, if approved.*

Name: ­­­ Signature: Date:

**Dean/Vice President:** *Verify that qualifications are met and sign below, if approved.*

Name: ­­­ Signature: Date:

**Provost Approval:** *Verify that qualifications are met and sign below, if approved.*

Name: ­­­ Signature: Date:

**Administrative Professional Eligibility Requirements for Emerit Status:**

CSU Policy: [Faculty Manual D.7.20 Emeritus/Emerita Status](https://facultycouncil.colostate.edu/faculty-manual-section-d/#D.7.20)(section added December 5, 2014)

*Administrative Professionals who have completed ten (10) years or more of outstanding and distinguished full-time or part-time service to Colorado State University shall be eligible, at the time of their retirement from Colorado State University, for an emeritus/emerita title equivalent to their highest rank.*

*Candidates must hold a senior or other advanced rank within Administrative Professional positions at Colorado State University, which may include, but not be limited to Academic Advisor/Support Coordinator, Research Scientist/Associate, Extension Agent/Specialist, Forester, Manager, Director, Executive Director, or Vice President, and must have honorably and consistently demonstrated extraordinary and meritorious contributions to the fulfillment of the mission and programs of the University. These contributions should have resulted in a transformational difference in their field through significant discoveries or enhanced student support and successes, public recognition of remarkable accomplishments and leadership, or a substantial increase in resource development, with a lasting positive impact for the University. In rare occurrences, a deserving candidate may qualify outside of the criteria above. Exceptions may be made with the approval of the Provost.*

*An eligible administrative professional may request emeritus/emerita status from their college or unit at the same time of retirement from the University, or candidates may be directly nominated by their director, department head, dean, or vice president. The nomination shall be routed for approval by the employee’s department head/director through the dean/vice president and then to the Provost. The final decision on granting emeritus/emerita status will be made by the Board.*

**Process and Participants:**

1. **Application Completion:** A retiring administrative professional (AP) staff member may self-nominate or be nominated for emerit status. The application should be completed and submitted to the APs department head/director.
2. **Department Head/Director:** The department head/director reviews the request and verifies eligibility. If approved, the application is signed then forwarded to the dean/vice president (copy executive assistant).
3. **Dean/Vice President:** The dean/vice president reviews the request. If the application meets the qualifications and is approved, the application is signed and forwarded to the provost’s executive assistant.
4. **Provost:** The provost reviews the request. If approved, a memo is sent to:
   1. Administrative Professional Staff Member being granted emerit status
   2. CC to Department Head/Director
   3. CC to Dean/Vice President
   4. CC to Dean/VP’s Executive Assistant
   5. CC to HR Records: Performs updates in Oracle as of the retirement date
5. **President:** Approval authority was delegated by the Board of Governors to the president per [Board Policy 312](https://csusystem.edu/wp-content/uploads/sites/7/2020/06/Policy-312-CSUS-Board-Emeritus-Status-Policy.pdf). The president relies on the provost’s office to review and approve applications that meet the guidelines. The provost’s office provides a list of new emerit staff and faculty after each fall and spring semester.
6. **Board of Governors:** [Board Policy 312](https://csusystem.edu/wp-content/uploads/sites/7/2020/06/Policy-312-CSUS-Board-Emeritus-Status-Policy.pdf) requires annual reports of all persons awarded emerit status not later than the end of the academic year. The provost will provide the annual report as part of faculty activity reports.
7. **Deadlines:** AP applications are due to the provost’s office one month prior to the retirement date.
8. **Recognition:** Further recognition of new emerit staff is determined at the college/unit level.
9. **College/Department HR Staff:** College/Department HR Staff submit retirement actions using the “*initiate retirement*” process rather than “initiate emeritus,” which may delay the approval of the retirement in Oracle. HR Records will update the emerit status in Oracle once the application has been approved.

*Last update: October 2022*