****108 Administration Building

1001 Campus Delivery

Fort Collins, Colorado 80523-1001

P: 970-491-6614

Faculty Application for Emerit Status

**Section 1: Applicant Information**

Name:

Current Title:

Department:

College:

CSU Start Date:

CSU Retirement Date:

Total Years of Service to CSU:

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

Title(s) Eligible for Emerit Status:

*Include highest faculty rank and any administrative positions held for at least five years.*

Summary of Accomplishments and Contributions to CSU for Submission to the Board of Governors:

*Average summaries are two paragraphs/250 words. Up to 4 paragraphs and a range of 100-400 words is requested. The Provost’s Office may edit or alter this summary prior to submission to the BOG.*

Applicant Signature: Date:

***Following completion of Section 1, applicant should send the application and current curriculum vitae to their unit head.***

**Section 2: Information Verification and Approvals**

**Unit Head:** *Verify information in Section 1 and approve below, as appropriate*

Name: ­­­ Signature: Date:

**Dean:** *Verify information in Section 1 and approve below, as appropriate*

Name: ­­­ Signature: Date:

**Provost:** *Acknowledge receipt of application and eligibility by signing below*

Name: ­­­ Signature: Date:

**Faculty Eligibility Requirements:**

CSU Policy: [Faculty Manual E.3.1 Emeritus/Emerita Status](https://facultycouncil.colostate.edu/faculty-manual-section-e/#E.3.1) (last revised June 21, 2011)

*Faculty members who have completed ten (10) years or more of full-time or part-time service as faculty of 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 faculty rank (e.g., emeritus associate professor). Faculty members who have held administrative positions (including department heads) for five (5) years or more shall be eligible for the emeritus/emerita title for these administrative positions (e.g., emerita associate dean).*

*An eligible member of the faculty may request emeritus/emerita status from the department at the same time of retirement from the University. The department head and the dean of the college shall forward the request to the Provost. As long as the requirements for eligibility are met, such forwarding is pro forma. The final decision on granting emeritus/emerita status will be made by the Board.*

*If possible, office or lab/office space and clerical support shall be provided to each emeritus/emerita faculty member who continues to do scholarly work.*

**Process and Participants:**

1. **Faculty member:** The faculty member submits their completed application for emerit status and current curriculum vitae to their unit head during their last semester prior to full retirement.
2. **Unit head:** The unit head (department chair, department head, school director, etc.) reviews the request and verifies eligibility. If the qualifications are met, the application is signed then forwarded to the dean (copy dean’s executive assistant).
3. **College dean:** The dean reviews the request and verifies eligibility. If the qualifications are met, the application is signed and forwarded to the provost’s executive assistant.
4. **Provost:** The provost reviews the request and responds via memo to:
   1. Faculty Member
   2. CC to Department Head
   3. CC to Dean
   4. CC to Dean’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 faculty after each cycle.
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:** For retirements following the fall semester, applications are due to the college dean’s office by December 1st and the provost’s office by December 15th. For retirements following the spring semester, applications are due to the college dean’s office by April 15th and the provost’s office by May 1st. If a deadline falls on the weekend, applications are due on the closest business date. Faculty retiring on other schedules should submit their application with the deadline prior to their full retirement or a minimum of one month prior to the retirement date.
8. **Recognition:** Further recognition of new emerit faculty is determined at the college level.
9. **College HR Staff:** College HR Staff submit retirement actions for faculty 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*