

Eligibility for Emeritus Staff Status

Employee Type

1. Management Personnel Plan (MPP) Employees
2. Confidential Employees
3. Represented Employees in the following bargaining units: R01, R02, R04, R05, R06, R07, R08, R09

Service to the University

The employee must have at least ten years of service to San José State University. Those years shall be continuous except for leaves consistent with policies outlined in the Collective Bargaining Agreements and Chancellor's Office technical letters and guidelines.

Significant Contribution to the University

The title of emeritus may only be granted to an employee who has made a significant contribution to the University. The employee's Appropriate Administrator makes this determination in consultation with other members of the campus management team who have knowledge of the employee's work and shall write a recommendation letter outlining examples of the employee's contribution to the University.

Privileges of Staff Emeriti

Employees granted Emeritus Staff status will have the following privileges:

1. Identification in campus records as Emeritus Staff
2. Access to keep and use their SJSU email account
3. Free parking on campus
4. Access to the King Library
5. Access to other facilities, as determined by Appropriate Administrator

Process to Request Emeritus Staff Status

Complete the Emeritus Staff Recommendation Form (page 2 of this document)

The employee's Appropriate Administrator (or designee) must complete the Recommendation Form and forward, along with a Recommendation Letter, for review and approval.

Write a Recommendation Letter

The employee's Appropriate Administrator must write a letter of recommendation that includes the rationale for the request and examples of the employee's contributions to the University. This letter, along with a completed Recommendation Form, is then forwarded for review and approval. The Dean or AVP, as well as the Provost or Division Vice President, may write additional letters to include in the recommendation.

Step-by-Step

1. Appropriate Administrator (or designee) completes Section I of the Recommendation Form
2. Appropriate Administrator writes and attaches Recommendation Letter
3. Form and Recommendation Letter are routed to Dean/AVP for review and completion of Section II; Dean/AVP may attach additional Recommendation Letter
4. Approved form and Recommendation Letter are routed to Provost/Division VP for review and completion go Section III; Provost/Division VP may attach additional Recommendation Letter
5. Approved form and Recommendation Letter(s) are routed to President's Office for review
6. President's Office completes Section IV and notifies Appropriate Administrator and Employee of decision
 - a. If Emeritus Status is approved, President's Office notifies HR to update records

SECTION I – To Be Completed by Employee’s Appropriate Administrator (or designee)		
Name of Retiring/Retired Staff Member:	Employee ID:	Retirement Date:
Departments(s):		Years of Service:
Home Address of Retiring/Retired Staff Member:		
Comments:		

Name of Individual Completing this Form: _____

 Name and Title/Signature Phone Date

Is Recommendation Letter outlining rationale attached? Yes No

SECTION II – To be Completed by Dean/AVP	
Dean/AVP recommends award of emeritus status:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	

 Name and Title/Signature Date

SECTION III – To be Completed by Provost/Division VP	
Provost/Division VP recommends award of emeritus status:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	

 Name and Title/Signature Date

SECTION IV – To be Completed by President’s Office	
Office of the President approves award of emeritus status:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	

 Name and Title/Signature Date

Date letter was mailed to staff member and status was conferred: _____