**How to apply for Emeritus Status as a Lecturer**

**in the Department of English and Comparative Literature**

The following Department Policy is based on the University requirements listed in University Policy F14-2:

You must have been employed for a minimum of ten years. Those years shall be continuous except for leaves consistent with the Collective Bargaining Agreement.

[Applicants] have been approved by a Department personnel committee, which must find that the faculty member has made significant contributions to the University, allowing for the particular character of the academic assignment, i.e., most Lecturers are employed strictly as teachers, non-tenured Counselor faculty are employed as counselors, etc.

As evidence of its approval, the department RTP committee shall summarize its decision in writing and shall provide a copy of the decision to the Dean’s office and the applicant.

English Department applicants are to **apply via an updated version of their last range elevation application** (or using a similar application to what would normally be included in a range elevation application if for some reason they have not done this in the previous ten years), including:

* **A full and up-to-date curriculum vitae**
* **Copies of annual and cumulative reviews**
* **SOTEs**
* **Peer reviews**
* **And any documents relevant to showing “significant contributions to the University.”**

Applicants will be evaluated based on the following:

**Teaching**

Quality of teaching (as shown by SOTEs, peer evaluations, annual or cumulative reviews)

Breadth of teaching assignment

Engagement in professional development

Course redesign and adaptation

In addition to quality of teaching, “Significant contributions” can include:

**Service to students and the university, such as:**

Engaging with students via mentorship

Single subject interviews

Hosting department events

Serve on Department Policy or Composition committees

Judging department awards

**And/or**

**Research, Scholarship and Creative Activities (RSCA) such as:**

Presentations at conferences

Publications

Grants or other Professional Development

For a more extensive list of possible activities that would be worth mentioning/documenting in your application, see the following appendix to S10-7 (the University Policy on Range Elevation):

# Examples of Professional Growth and Development

This section2 lists examples of activities that may be used to demonstrate and document appropriate professional growth and development. It is neither exhaustive nor minimal, but simply a listing of the typical professional activities engaged in by Lecturers in a wide range of disciplines. In all cases quality of performance and appropriateness of the activity shall be the primary consideration when evaluating the merit of a specific activity. Activities are listed alphabetically, and no weighting shall be inferred from the order.

* activities enhancing the effective teaching of the discipline
* advising and mentoring student associations
* collaborative research and creative activity involving the campus and the community
* collaborative teaching
* contributions to improving the campus climate: the promotion of mutual respect and acceptance of diversity in all its forms
* creative activities in support of effective teaching
* curriculum and program development
* development of instructional materials
* development of standards and/or outcomes assessment
* editing of publications
* external fundraising and resource development related to the mission of the university
* grant proposals to conduct research in the discipline, to support pedagogy, or to further the mission of the University
* increased mastery of the discipline evidenced by additional relevant education or an additional degree
* involvement of students in the research and creative processes
* leadership and participation in service activities of professional associations
* leadership and special contributions to the basic instructional mission of the university
* leadership in faculty governance and campus life at the department, college, university, or CSU system level
* maintenance and technical support of university labs, equipment, materials, supplies, safety standards and any other support of environments that require advanced professional attention
* mentoring of colleagues
* organizing events and activities for the sharing of ideas and knowledge
* participation at professional meetings and conferences
* presentations at conferences
* professional contributions to the community, including professional efforts which bring the community and the campus together
* program advising

2 List adapted from 08-15, RANGE ELEVATION FOR LECTURERS, CSU-Long Beach Academic Senate

* publications, exhibitions, and/or performances that advance knowledge
* recruitment and retention of students
* research and/or creative activity in discipline related pedagogy
* research and/or creative activity in the discipline
* thesis research and supervision