

Date: September 13, 2024

To: Melinda Smith  
Chair, Faculty Council

From: Bharad Kannan  
Chair, Committee on Responsibilities and Standing of Academic Faculty  
Jennifer Martin  
Vice Chair, Committee on Responsibilities and Standing of Academic Faculty

Subject: **Faculty Manual Section E.3.1 Emeritus/Emerita/Emerit Status**

The Committee on Responsibilities and Standing of Academic Faculty submits the following:

MOVED, THAT SECTION E.3.1 OF THE ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL BE REVISED AS FOLLOWS:

**E.3.1 Emeritus/Emerita/Emerit Status** (last revised May 3, 2024)

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/emera/emerit title equivalent to their highest faculty rank (e.g., emerit associate professor). Faculty members who have held administrative positions (including department heads) for five (5) years or more shall be eligible for the emeritus/emera/emerit title for these administrative positions (e.g., emerita associate dean).

~~An eligible member of the faculty may request emeritus/emera/emerit 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.~~

An eligible member of the faculty may request emeritus/emera/emerit status at the time of their retirement from the University by submitting such a request to the department head. The department head shall forward this request to the dean of the college within ten (10) working days along with their recommendation to approve or deny the request. This recommendation shall also be sent to the faculty member. If the department head recommends denial of the request, then the faculty member shall have ten (10) working days to submit a response to the dean. The dean shall then forward all of these materials to the Provost within ten (10) working days along with their own recommendation to approve or deny the request. This recommendation shall also be sent to the faculty member. If the dean recommends denial of the request, then the faculty member shall have ten (10) working days to submit a response to the Provost.

A recommendation to deny the request for emeritus/emera/emerit status should be made only for a documented case of serious misconduct. If the faculty member has contributed many years of service to the university, the issue should be serious enough to override this.

If the dean recommends denial of the request, then the faculty member may appeal this recommendation by submitting an Appeal to the University Grievance Officer within ten (10) working days. Such a request will be considered by the Appeal Committee which consists of

the University Grievance Officer, the Chair of Faculty Council, and the Vice Provost for Faculty Affairs, with the University Grievance Officer serving as the Chair of the Committee. The Appeal Committee shall review the materials sent to the Provost.

The Chair of the Appeal Committee shall prepare a final Report. This Report shall include the overall vote of the Appeal Committee and the reasons supporting its decision. If the vote is not unanimous, then the Report shall also summarize the reasons given by the dissenting member. The Report shall be submitted to the Provost within twenty (20) working days of the receipt of the Appeal.

The Provost shall then submit all of these materials to the President, who shall make a final decision to approve or deny the request for emeritus/emerita/emerit status. The final decision on granting emeritus/emerita/emerit status will be made by the Board.

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

**Rationale:**

**The Board of Governors has delegated to the President the authority to approve or deny a request for emeritus/emerita/emerit status. In rare cases, the President may decide to deny a request for emeritus/emerita/emerit status. The proposed changes make sure that the faculty member is aware of any concerns and has a chance to address them through an appeal process.**