



CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Emeritus Request Form

Faculty Instructions and Submission Guide

Purpose of this guide

This guide explains who may request Emeritus status, what materials to prepare, how to complete the faculty portion of the request form, and what happens after submission.

1. Determine Your Eligibility

You may request Emeritus status if you have retired or resigned within the last 2 years from Cal State LA after completing at least 10 years of distinguished service. Emeritus status request includes faculty who are tenured faculty, lecturers, librarians, counselors, and coaches.

Faculty are highly encouraged to begin the Emeritus request process within two years of the effective date of retirement or resignation. For faculty participating in FERP, the effective retirement date is the date immediately before entering FERP.

2. Gather Your Required Materials

Before completing your request, prepare the following three electronic attachments:

- ☐ **Updated Curriculum Vitae (CV):** Provide an up-to-date record of your academic and professional accomplishments and service.
- ☐ **Digital Photograph:** Provide a current or preferred professional photograph.
- ☐ **Brief Biography:** Provide a short biography highlighting your career, accomplishments, contributions, and distinguished service to Cal State LA.

Tip: These materials help reviewers recognize and celebrate your achievements, contributions, and distinguished service to Cal State LA. Combine all three files into one file.

3. Complete Pages 1-2 of the Request Form

Faculty applicants complete Pages 1-2. Pages 3-4 are reserved for University review and the final decision.

Section on Faculty Member Information

Complete your full legal name, Employee/Campus ID, highest academic rank, department/division/school/library unit, college or administrative area, retirement or resignation effective date, FERP status, years of Cal State LA service, email addresses, mailing address, and preferred phone number.

Section on Appointment / Routing Information

Identify your faculty category and indicate whether you held a joint appointment. If applicable, list other appointment units.

Section on Required Materials

Check the boxes confirming that your updated CV, digital photograph, and brief biography are attached.

Section on Contact / Directory Preferences

Select your preferences for University Catalog inclusion, the Emeriti Association Directory, University publications and information, Faculty Affairs retention of contact information, and use of your CV/biography for emeriti recognition or obituary information if needed.

Section on Faculty Member Acknowledgment

Faculty requesting Emeritus must sign and date the acknowledgment confirming consideration for Emeritus status and that the information submitted is accurate to the best of your knowledge.

4. Special Routing for Joint Appointments

Joint appointments are reviewed by the applicable peer review committees consistent with each department/division/school. If the joint appointment is in two separate colleges, an Emeritus Request Form should be routed to each college for review.

Before You Submit: Quick Checklist

- ☐ Completed all required fields on Pages 1-2
- ☐ Identified faculty category and any joint appointment information
- ☐ Attached required documents: updated CV, digital photograph & brief biography
- ☐ Selected contact and directory preferences
- ☐ Reviewed all information for accuracy
- ☐ Signed the Faculty Member Acknowledgment

What Happens After You Submit?

After the faculty portion is complete and it is submitted, the adobe power form will move through the university review process.

5. Review Process at a Glance

Faculty Submission → Department / Peer Review Committee → Appropriate Administrator → Faculty Affairs → Provost → President / Designee

Adobe Routing Instructions

6. Emeritus Request Form

- ❖ Participant 1 (Form Filler)
 - Faculty members will fill out the form and sign.

- ❖ Participant 2 (Approver)
 - Assistant to the Dean: enter the email address of the assistant to the Dean
 - A&L; Flora Saavedra-Hernandez at FSaaved@cslanet.calstatela.edu
 - B&E; Liliana Carrasco at Liliana.Lopez93@calstatela.edu
 - CECST; Mayra Alonzo at malonzo4@calstatela.edu
 - CES; Christina Twyman at ctwyman@calstatela.edu
 - COE; Esther Couttolenc at EVillan@exchange.calstatela.edu
 - HHS; Estefany Gomez at egome106@calstatela.edu
 - NSS; Yolanda Galvan at YGalvan@cslanet.calstatela.edu
 - LIB; Mai Tran at mtran@cslanet.calstatela.edu

- ❖ Participant 3 (Signer)
 - Department Committee Chair: enter the email address of the department chair committee *(if you do not know who that is, please reach out to your department chair or department coordinator)*

- ❖ Participant 4 (Signer)
 - Appropriate Administrator (ex: dean)
 - Enter the email address of the appropriate administrator

- ❖ Participant 5 (Signer)
 - Office of Faculty Affairs
 - Enter Karen Salazar at FacAffairs@calstatela.edu

- ❖ Participant 6 (Signer)
 - Assistant to the Provost
 - Enter Gretchen Villaluz-Picazo at Gretchen.Villaluz-picazo@calstatela.edu

- ❖ Participant 7 (Signer)
 - Provost
 - Enter Heather Lattimer at Heather.lattimer@calstatela.edu

- ❖ Participant 8 (Signer)
 - President/designee
 - Enter Delmy Ruiz at DRuiz@cslanet.calstatela.edu