

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 (MPP) 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 (MPP)

Process to Request Emeritus Staff Status

1. [Initiate the Emeritus Staff Recommendation Form via DocuSign](#)
 - a. Identify the Appropriate Administrator (MPP) (may be the same as the Initiator), the Dean or AVP, and the Division Vice President/Cabinet Member who oversees the department in which the employee resides
2. Section I: Employee Information (completed by Appropriate Administrator (MPP) or designee)
 - a. Required information includes: Employee Name, ID, Department Name, Years of SJSU Service, Home Address, and Preferred Email.
3. Section II: Appropriate Administrator (MPP) Recommendation
 - a. Appropriate Administrator (MPP) writes and attaches Recommendation Letter
4. Section III: Dean/AVP Recommendation
 - a. Dean/AVP reviews and recommends/does not recommend; may attach additional Recommendation Letter
5. Section IV: Division VP/ Cabinet Member Recommendation
 - a. Division VP/Cabinet Member reviews and recommends/does not recommend; may attach additional Recommendation Letter
6. Section V: Senior AVP, University Personnel
 - a. Senior AVP reviews and recommends/does not recommend
7. Section VI: Office of the President
 - a. President's Office reviews request and, if approved, creates and attaches emeritus letter; form is complete
8. Employee Support Services receives a copy of the form and supporting documents to update the employee's information in the PeopleSoft HR system and their personnel file
9. Employee is notified via email of the decision and, if approved, receives the letter and supporting documents
10. All other interested parties receive a copy of the approved form and letter