

San Francisco Campus

Checklist for Preparing Academic Personnel Dossiers for

 EMERITUS (NON-SENATE), RECALL AND POST RETIREMENT

	Emeritus Appointment (Non-Senate)	Post Retirement/ Recall Appointment With Break in Service**	Post Retirement Recall Reappointment With Break in Service**
Original and 1 Copy Required Except Where Noted			
Summary Sheets (Original and 1 Copy) Include Additional Appointments w/Chair's and Dean's Signatures	X	X	
Department Chair's Letter* to include:			
1) Nature of Responsibilities Associated with Position	X	X	X
2) Percent Effort Must be Given**		X	X
3) Faculty Consultation	X	X	X
Updated CV	X	X	

* With Dean's concurrence on Department Chair's Letter for Post-Retirement/Recall Reappointment.

**Recall/Post Retirement appointments will be less than 1000 hours in a 12 –month period or 43% time or less.

Per APM 120-10, the following criteria must be met in order to nominate a non-senate appointee for emeritus status:

- a. at least ten years of University service
- b. attainment of the highest rank in the individual's title series; and
- c. evidence of noteworthy and meritorious contributions to the educational mission and programs of the University.