

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

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.

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.

Personal Recommendation Letter

Senior AVP, University Personnel

AVP reviews and recommends/does not recommend

Office of the President

President's Office reviews request and, if approved, creates and attaches emeritus letter; form

complete

Support Services receives a copy of the form and supporting documents to update the

information in the PeopleSoft HR system and their personnel file

Employee notified via email of the decision and, if approved, receives the letter and supporting