



Emeritus Staff Request Form

Human Resources
Emeritus Staff program
Web: <https://hr.sfsu.edu/>
Email: staffemeritus@sfsu.edu

San Francisco State University recognizes the significant contributions long-serving staff make to the history and fabric of the University community, and the relationships many staff build in their service to the University with its students, alumni and faculty.

Under 14th President Lynn Mahoney, in support of Academic Senate resolution Number: RF16-354, San Francisco State University instituted an **Emeritus Staff** program. This program will acknowledge its valued staff and remain connected with them once they depart the university, to express gratitude for their years of service and their commitment to students. All staff are ambassadors of Gator pride and are invited to this program upon retirement from the university.

Eligibility for Emeritus Staff Status

Staff who have a minimum of 10 years of full-time continuous service to the University are eligible for Emeritus Staff status. If serving in a part-time position, the total amount of service time should add up to a minimum of 10 years. Staff must have already filed for a full service retirement and be in good standing with the campus community.

Employee Type

1. Represented Employees (all bargaining units)
2. Confidential Employees
3. Management Personnel Plan (MPP) Employees

Privileges of Staff Emeritus:

Employees granted Emeritus Staff status will have the following privileges (subject to change):

- Emeritus Email (ex: yourname@emeritus.sfsu.edu, forwarded to your personal email)
- Listing on Emeritus Staff directory website: <https://hr.sfsu.edu/sf-state-emeritus-staff>
- Emeritus Staff SFSU ID card (available at the [OneCard](#) office)
- 10% discount at the [SFSU Bookstore](#) with your SFSU ID (excluding textbooks and technology such as laptops, etc.)
- Free admission to campus athletic games (most games are not ticketed) *check the Athletics calendar for details: <https://sfstategators.com/>
- Free access to the [J. Paul Leonard Library](#) (visitor access; for borrowing privileges, contact the [Friends of the Library](#))
- Free access to campus [Fine Arts Gallery](#), [the Global Museum](#), [Student Center Art Gallery](#), [Charles F. Hagar Planetarium](#) and more (check their hours of operation)
- Access to Mashouf Wellness Center: semester/annual membership, at the discounted employee rate <https://campusrec.sfsu.edu/>
- [Osher Lifelong Learning Institute](#) membership discount (50% off the first year – please see the many benefits of OLLI membership)
- [SFSU Retirement Association](#) membership (free for the first year)

Process to Request Emeritus Staff status

1. The (retiring/retired) employee completes the Emeritus Staff Request Form to indicate interest.
2. Once submitted, Human Resources will process the request to approve eligibility. *Please allow time to process.
3. If Emeritus status is approved, Human Resources will email confirmation and privileges will be facilitated.
4. Emeritus Staff to advise Human Resources of any change to email address for their privileges to continue.
5. The President's Office reserves the right to amend this program, in consultation with Human Resources.



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SECTION I – To be completed by Employee requesting			
Name of Retiring/Retired Staff Member:		Former SFSU ID:	Today's Date:
Former position held:		Last day worked:	Retirement Effective Date:
Former Department or College:			Former Cabinet Division:
Former Appropriate Administrator, AVP or VP name:			Years of Service to date:
Are you an SFSU alum?	If so, Graduation year(s):	SFSU College(s) you graduated from:	
Home Address of Retiring/Retired Staff Member:			
City		State	Zip Code
Personal Email to receive correspondence (not SFSU):		Alternate email (not SFSU), optional:	
Telephone number (not SFSU): ()			
Name to appear in Directory (ex: J. Smith or Jamie Smith)		New preferred Email address (ex: jamie@emeritus.sfsu.edu)	
Any comments you'd like considered about your emeritus status:			

SECTION II – To be completed by Human Resources:	
Staff meets eligibility requirement and departed in good standing:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reviewed and service time confirmed by (please print):	

SECTION III – To be completed by Human Resources:	
Recommendation for Emeritus Staff status:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approved by Human Resources SAVP (please print):	

SECTION IV – To be completed by Office of the President:	
Office of the President approves this appointment:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed for Office of the President by (please print):	

Please send this completed form to SFSU Human Resources office, attn: Nancy Ganner, Email: StaffEmeritus@sfsu.edu
San Francisco State University, 1600 Holloway Ave., ADM 252, San Francisco, CA 94132
Please allow time to review and process of your emeritus request.