



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 has 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 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. Management Personnel Plan (MPP) Employees
3. Confidential Employees

Privileges of Staff Emeritus

Employees granted Emeritus Staff status will have the following privileges:

- Emerita/Emeritus Staff SF State ID card
- Emeritus Email (ex: name@emeritus.sfsu.edu)
- Listing in SF State website campus directory
- 10% discount at the SF State Bookstore purchases (excluding textbooks and technology such as laptops, etc.)
- Free admission to university athletic games, upon request
- Access to the Study Commons in the J. Paul Leonard Library
- Access to Mashouf Wellness Center: semester/annual membership, at employee rate
- Access to campus Fine Arts Gallery and the Global Museum
- Osher Lifelong Learning Institute membership discount (50% off the first year)
- SFSU Retirement Association membership (free for the first year)
- Invitation to volunteer for events (Commencement, Gator Days, Sneak Preview, Founders Day, etc.)
- Campus/event parking when volunteering, as determined by hosting department.

Process to Request Emeritus Staff status

1. The (retiring/retired) employee completes the Emeritus Staff Request Form to indicate interest. Form can be found on the Quicklinks menu of the Human Resources website.
2. Once submitted, Human Resources will process the request to approve eligibility.
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 privileges to continue.
5. The President's Office reserves the right to amend this program, in consultation with Human Resources.



Emeritus Staff Request Form

SECTION I – To be completed by Employee requesting

Name of Retiring/Retired Staff Member:		SFSU ID:	Today's Date:
Classification or former title:		Last day worked at SFSU:	Retirement Effective Date:
Department/College:			Cabinet Division:
Bargaining Unit, if any:	Years of Service to date:	If SF State alumni, graduation year:	
Supervisor name:			
Home Address of Retiring/Retired Staff Member:			
City		State	Zip Code
Email to receive news from SF State (non-sfsu email):		Alternate email (non-sfsu email):	
Telephone number (non-SF State): ()			
Preferred name to appear campus directory, if desired (ex: Jamie L. Smith, Emeritus Staff, jamie@emeritus.sfsu.edu):			
Any comments you'd like considered:			

SECTION II – To be completed by Employee Supervisor:

Recommendation for Emeritus Staff status:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments:		
Supervisor Name (Please print):		

SECTION III – To be completed by Human Resources:

Staff departed campus in good standing with SF State:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Completed for Human Resources by (Please print):		

SECTION III – 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 SF State's Human Resources office, attn: Nancy Ganner, email: ganner@sfsu.edu
San Francisco State University, 1600 Holloway Ave., ADM 252, San Francisco, CA 94132