



This form is used to recommend retiring staff for emeritus status. All recommendations for emeritus status must be submitted to the Office of the President for consideration.

Employee Information – To Be Completed By Person or Department Making the Nomination	
Name of retiring/retired staff member:	Department:
Job Title:	Retirement Date:
Dates of Service (verified by HR)	Nominator:
Supporting Documentation is attached: Yes ___ No ___	

Recommendation – To be Completed by Supervisor or Department Head (SKIP THIS SECTION IF THE NOMINATOR IS THE VICE PRESIDENT.)	
Supervisor or DH recommends award of emeritus status: Yes ___ No ___	
Comments: (may attach additional supporting documentation) _____ _____	
Name (PRINT)	Signature
	Date

Recommendation – To Be Completed by Vice President	
VP recommends award of emeritus status: Yes ___ No ___	
Comments: (may attach additional supporting documentation) _____ _____	
Name (PRINT)	Signature
	Date