



## STAFF EMERITUS RECOMMENDATION FORM

Originally Issued: November 19, 2021

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This form is to recommend retiring/retired staff for emeritus status. Recommendations should be sent to the Human Resources Office. Following verification of service, the recommendation will be forwarded to the Office of the President for consideration.

### To be completed by nominator

Name of retiring/retired staff member:

Job Title:

Department:

Retirement Date:

Nominator:

Supporting documentation attached

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### Human Resources Verification:

- Have been an active full-time staff employee for a minimum of ten (10) years at Athens State University. Dates of Staff Service:
- Have retired in good standing and having received no disciplinary actions during service

A favorable recommendation from the appropriate Vice President which includes:

- the accomplishments which distinguish the service of the nominee.
- information on how the nominee significantly benefited their department(s) and brought honor and/or recognition to the University.
- examples of service contribution, professional development activities, and community service activities.

Signature of Human Resources Representative

Date



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Recommendation to award emeritus status:  Approved  Denied

Supervisor/Department Head

Date

Recommendation to award emeritus status:  Approved  Denied

Vice President

Date

Recommendation to award emeritus status:  Approved  Denied

President

Date