



STAFF EMERITUS RECOMMENDATION FORM

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