



EASTERN MICHIGAN UNIVERSITY
EMERITUS STAFF STATUS RECOMMENDATION

The Department/Office of _____ recommends the awarding of **Emeritus Staff Status** for the following retiring/retired staff member:

Name of staff member: _____

Title upon retirement: _____

Date of hire at EMU: _____ Retirement date: _____

Number of years at EMU: _____ (Minimum of 15 years of service required)

Please complete the following information on the retiring staff member for whom you are submitting this recommendation. This information is needed for inclusion in the EMU Faculty/Staff/Student Directory.

Home address: _____

Home telephone: (_____) _____ - _____ E-mail address: _____

Name of spouse: _____

Degree(s)/institutions/year: Baccalaureate: _____

Masters: _____

Doctoral: _____

Please attach 2 letters of support to this application

 Recommended by Date

 Recommended by Date

 Department Head and/or Supervisor Date

 Executive Council Member Date

 President Date

 Date Submitted to Board of Regents

After the Executive Council member signs, please forward this form and letters of support to: CFO, 101 Welch Hall. Upon approval of the President, the recommendation will be sent to the Board of Regents. Emeritus Staff status is contingent upon the approval of the Board of Regents. The above information will be kept on file in the Office of the Chief Financial Officer.