

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

EMERITUS STAFF STATUS

ACTION REQUESTED

It is recommended that the Board of Regents grant Emeritus Staff Status to one (1) staff members: Mary Jane Callison, Sr. Secretary in the Department of Physics and Astronomy who retired December 1, 2009

STAFF SUMMARY

According to University policy, retiring Administrative Professional (AP), Athletic Coaches (AC), Confidential Clerical (CC), Food Service, Custodial & Maintenance (FM), Professional Technical (PT) or Clerical Secretarial (CS) staff members who have served the University for at least fifteen (15) years, may be granted Emeritus Staff Status. Such status is conferred based on the recommendation of the President and approval of the Board of Regents.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

The proposed action has been reviewed and is recommended for Board approval.

University Executive Officer
President

12/03/2009

Date



EASTERN MICHIGAN UNIVERSITY
Division of Academic Affairs

EMERITUS STAFF STATUS RECOMMENDATION

The Department of Physics and Astronomy recommends the awarding of **Emeritus Staff Status** for the following retiring/retired staff member:

Name of Staff Member: Mary Jane Callison

Current Status at EMU: CS-05 Sr. Secretary

Date of Hire at EMU: November 5, 1986 Retirement Date: December 1, 2009

Number of Years at EMU: 23 (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: 1026 Louise St.
Ypsilanti, MI 48197

Home Telephone: (734) 657-9933 E-Mail Address: mcallison@emich.edu

Name of Spouse: Ronald H. Callison

Degree(s)/Institutions/Year: Baccalaureate: _____

Masters: _____

Doctoral: _____

Please Attach a Brief Statement of Support to this Form

Emeritus Staff status is contingent upon the approval of the Board of Regents. The above information will be kept on file at the EMU Foundation.

Paul Daniel Trochet 11/03/2009
Recommended by (please print) Date

11/3/2009 11-4-09
~~Department Head and/or~~ Supervisor Date Dean and/or Vice President Date

11/21/09 December 17, 2009
Provost Date Date Submitted to Board of Regents

Please forward this completed form to: Nicki Banush
Academic Affairs, 106 Welch Hall

November 3, 2009

To Whom It May Concern:

I am writing to nominate Mary Jane Callison for emeritus staff status in appreciation and recognition of her long and exceptional service to the Department of Physics and Astronomy. Mary Jane was hired as the senior secretary in the Department of Physics and Astronomy in November of 1986 and served in this position during the seventeen years that I was head of the department from 1987 to 2004.

Early on she realized that her job would be easier if she had some understanding of physics, so she courageously took our beginning physics courses, **PHY 110** Physical Science. Not only did she pass, she excelled. I believe that the knowledge that she gained from this experience made it easier for her to effectively communicate with the faculty and students.

Mary Jane excelled in all of her duties in the department. Her work was always of the highest quality and it was always completed on time. In short, she made the department office function efficiently and smoothly. This attention to detail coupled with her friendly, outgoing personality helped make the front office a pleasant place for faculty, staff and students alike. All were treated with the utmost respect.

I quickly learned that her loyalty, honesty and integrity were above reproach. I am pleased to recommend her for an emeritus staff appointment.

Sincerely,

Paul Daniel Trochet, Emeritus Professor
Department of Physics and Astronomy
Eastern Michigan University