



## NOMINATION FOR EMERITUS/A STATUS

Name of Candidate: \_\_\_\_\_

Candidate's Home Address: \_\_\_\_\_

Department: \_\_\_\_\_

Current Rank or Title: \_\_\_\_\_

Date of Retirement: \_\_\_\_\_ Years of Service at Retirement: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ (process should be completed within 60 working days)

### Requisites:

1. A letter of nomination from the Administrative Unit Head (Vice President, Dean, Department Head, etc.) in which the candidate held his/her full-time appointment.
2. Verification from Human Resources certifying length of service (check appropriate box below):
  - ☐ Completed a minimum of ten (10) years at Valdosta State University or other USG institution.
  - ☐ Completed less than 10 years at Valdosta State University but forced into early retirement for health reasons\* provided retirement at the normal retirement age would have fulfilled the 10-year requirement.
3. A current vita for the candidate's time of service, especially time served at Valdosta State University.
4. Approval by the Dean of the College of the department requesting Emeritus/a status for a faculty member, or approval from the Vice President of the respective division if it is an Administrative Officer candidate.
5. Approval by the Provost. The Provost submits own recommendation to the President.

\_\_\_\_\_  
Signature of Nominator

\_\_\_\_\_  
Date

\*If the candidate is retiring early and is granted Emeritus/a Status, he/she will relinquish Emeritus Status if he/she resumes full-time employment at Valdosta State University or any other institution.

### Recommended Action *(process concludes if not approved at any level)*

TITLE	YES	NO	SIGNATURE	DATE
Department Head/Director	_____	_____	_____	_____
Dean (if applicable)	_____	_____	_____	_____
Vice President/Provost	_____	_____	_____	_____
President	_____	_____	_____	_____