



**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.