

**Kutztown University Faculty Emeritus Status
Request Form**

In accordance with *Policy on Emeritus Status - HR016*, please complete this form and include it with submission materials as outlined in the *Procedure for Nominating and Granting Emeritus Status*.

Nominator's Name

Email

Nominator's Department

Emeriti Nominee's Name

Email

Emeriti Nominee's Department

Emeriti Nominee's Personal Email

Emeriti Nominee's Home Address

Hire Date:

Retirement Date:

Comments

The following documents must be attached before final approval:

Evidence of support from the majority of the nominee's department (generally a 1-page letter)

Updated simplified curriculum vitae of nominee (not to exceed 10 single-spaced pages)

Evaluation letter from department committee for the nominee's most recent performance review

Evaluation letter from department chairperson from the nominee's most recent performance review

Evaluation letter from the dean for the nominee's most recent performance review

Nominator's Signature

Date

Emeriti Nominee's Signature

Date

President's Office Approval

Date

PREVIEW ONLY
VOID