

# RECOMM

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

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

Date Emeritus/a Appointment Effective: \_\_\_\_\_ Proposed by: \_\_\_\_\_ Faculty/Administrator Department

**Requisites:**

1. A letter of recommendation from the Administrative Unit Head (Vice President, Dean, Department Head, etc.) in which the candidate held his/her fulltime 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.
  - 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.
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 fulltime employment at \_\_\_\_\_

TITLE	YES	NO	SIGNATURE	DATE
Department Head/Director	_____	_____	_____	_____