Memorandum

To: David Vanden Bout, Interim Dean, College of Natural Sciences

From: **NAME**, Department Chair, **DEPT NAME**

Re: Emeritus Recommendation, **Incumbent’s Name & EID**

Date: **DATE**

Use this space to write the emeritus nomination for your faculty, which must include the following information. Please be sure to also add your department’s letterhead to this memorandum.

* Budget Council or EC vote
* The faculty member’s accomplishments, individual distinction, and quality of contribution and service to the University.
* The requested effective date of the emeritus appointment (may not be earlier than the faculty member’s first day of retirement).
* Any honorific titles (Named Professorship, Chair, or Fellowship; Distinguished Teacher Award) to be included in the emeritus title.

ENCL: CV *(current CV* ***MUST*** *accompany nomination packet)*