MEMO TO: Dr. Colin Potts

FROM: Faculty Name

Chair, Department of xxxx

DATE: Month Day, Year

RE: Curators’ Distinguished Professor or Teaching Professor (please select one) Emeritus Status for *FIRSTNAME LASTNAME*

On *DATE*, the Professors and Associate Professors (*if applicable:* including/excluding NTT faculty) of the Department of XXXX voted (xx-x) to recommend that *CURATORS’ DISTINGUISHED PROFESSOR/TEACHING PROFESSOR* *FIRSTNAME LASTNAME* be granted the title of *CURATORS’ DISTINGUISHED PROFESSOR/TEACHING PROFESSOR* *EMERITUS* of (*DISCIPLINE)* upon his/her retirement, effective September 1 *(or March 1)*, xxxx.

Recommend/Not Recommend

(type name of VPD here; sign above.)   
Vice Provost and Dean

Recommend/Not Recommend

Colin Potts

Provost and Executive Vice Chancellor for Academic Affairs

Approve/Not Approve

Mohammad Dehghani

Chancellor