MEMO TO: Dr. Colin Potts

FROM: Faculty Name

Chair, Department of xxxx

DATE: Month Day, Year

RE: Emeritus Status for Professor *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 Professor *FIRSTNAME LASTNAME* be granted the title of *TITLE EMERITUS* of (*DISCIPLINE*) upon his/her retirement, effective September 1 *(or March 1)*, xxxx.  The department’s letter of recommendation (attached) details Professor *LASTNAME*’s accomplishments that justify the title of *TITLE EMERITUS* of (*DISCIPLINE*).

Recommend/Not Recommend

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Recommend/Not Recommend

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Colin Potts Date

Provost and Executive Vice Chancellor for Academic Affairs

Approve/Not Approve

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mohammad Dehghani Date

Chancellor