MEMO TO: Provost John Harris

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*). The letter must describe the anticipated benefits of granting Professor *LASTNAME* emeritus status, including how this designation will support the professor’s continued engagement and advance the interests of the university.

Recommend/Not Recommend

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

Recommend/Not Recommend

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John Harris Date

Provost and Executive Vice Chancellor for Academic Affairs

Approve/Not Approve

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Chancellor