



REQUEST FOR EMERITUS STATUS

INSTRUCTIONS: This [form](#) is used to process a request to designate an individual for emeritus status. The [policy](#) for emeritus status for retired faculty and retired professional staff is Marshall University Board of Governors Policy AA-31, *Emeritus Status of Retired Professionals*. The [policy](#) for emeritus status for retired classified employees is Classified Staff Council Recommendation CSR 04-05-PFC, *University Policy on Emeritus Status of Retired [Classified] Personnel*. This form is completed and submitted by the dean, director, or vice president who wishes to nominate an individual for emeritus status. This form including as a minimum the responsible vice president's signature is forwarded to Human Resource Services at the above address to verify length of service and retiree status.

PART I – NOMINATION			
I hereby nominate the individual named below for emeritus status.			
Name of Nominee			
Type of emeritus status requested (check the appropriate box)			
<input type="checkbox"/>	FACULTY (according to provisions of Board of Governors Policy AA-31)		
<input type="checkbox"/>	NONCLASSIFIED (according to provisions of Board of Governors Policy AA-31)		
<input type="checkbox"/>	CLASSIFIED (according to provisions of Classified Staff Council Recommendation CSR 04-05-PFC)		
To the best of my knowledge the individual named above meets the qualifications set forth in the applicable policy and has served the University in an exemplary manner. Any additional justification for this recognition appears in the box next below.			
Job Title at Time of Retirement			
Office/Department/College from which Retired			
Mailing Address			
Signature			
Printed Name			
Date Signed			

PART II – HUMAN RESOURCE SERVICES VERIFICATION OF ELIGIBILITY			
Retirement Date		MU ID Number	
Coded as Retiree in Banner HR System		<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No
Total Length of MU Services in Years			
Eligible Per Provisions of Applicable Policy		<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No

PART III – PRESIDENT'S APPROVAL	
I hereby approve emeritus status for the individual named above for the type of former employee status checked above.	
Signature	
Date Signed	

DISTRIBUTION: Send copy signed by Vice President to Human Resource Services, 207 Old Main. Human Resource Services will complete its certification and submit nomination form to President's Office. Forms signed by President should be returned to Human Resource Services for processing and distribution. Original maintained in Human Resource Services. Copies to nominee, nominator, Public Safety, Campus I.D. Office.