Process of Professor Emeritus

1. The completed Nomination form will be sent to the Vice President, Instruction (VPI).

2. The VPI will review the Nomination, confirm years of service and standing with HR, and then forward it to the President.

4. The President will review applications and forward any questions to the nominator.

5. The President will make final decision on recipient(s), sign his approval on the application materials, and notify HR.

6. A letter from the President will be sent congratulating the recipient and containing information about the honor.

7. HR will maintain a record of recipients and will send an invitation to recipients to each year’s commencement exercises.

8. HR will place a note regarding the Professor Emeritus status in the recipient’s employment file in case of future adjunct employment.