

# Recommendation Form for the Award of Emeritus/Emerita Status

**Instructions:** Complete this form, include a one-page summary of the nominee's accomplishments and a current CV, and submit to the Department Chair or School Director of the nominee's or academic administrator's home department for actions noted below. Consideration for awarding emeritus status is not based on years of service and rank alone; therefore, please see Section 4.2.5 of the KSU Faculty Handbook for all requirements. Please send via DocuSign and set signing order as indicated below in Section One.

Full Name of  
Nominee:

Date of  
Retirement:

Rank at  
Retirement:

Total Years  
of Svc USG:

Department:

Total Years  
of Svc KSU:

College:

Recommended  
Effective Date:

**Please complete the information:**

**Tenured Faculty:**

- 1) Date of the individual's last Post Tenure Review (PTR):
- 2) Has the individual been on Performance Improvement Plan (PIP) or Performance Remediation Plan (PRP) since the date of last review? Yes No

**Administrative Faculty:**

- 1) Has the individual received scores of 1 or 2 on an Annual Review (ARD) since the date of last review? Yes No
- 2) Has the individual received a score of below 3 in any given area since the date of last review? Yes No

**Library Faculty:**

- 1) Has the individual been on a performance plan within the last 5 years (not including current year)? Yes No

**All Faculty:**

- 1) If approved, will the individual retain campus door and building access? Yes No
- 2) If approved, will the individual retain their university-issued computer or other equipment? Yes No

**Supports request to grant emeritus status (DocuSign):**

| Section One                                                                                                           | Printed Name                                                     | Signature | Date |
|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------|------|
| 1. Dept/School Committee                                                                                              |                                                                  |           |      |
| 2. Chair/Director                                                                                                     |                                                                  |           |      |
| 3. Dean                                                                                                               |                                                                  |           |      |
| 4. Faculty Affairs Coordinator<br><small>FAC signature indicates minimum<br/>eligibility requirements are met</small> |                                                                  |           |      |
| <b>Section Two</b>                                                                                                    | <b>*Faculty Affairs Coordinator will obtain approvals below.</b> |           |      |
| 1. Provost                                                                                                            |                                                                  |           |      |
| 2. President                                                                                                          |                                                                  |           |      |

**\*PLEASE NOTE:** Faculty Affairs will obtain Provost and Presidential approval and complete the emeritus status process.