

Recommendation Form for the Award of Emeritus/Emerita Status

KENNESAW STATE UNIVERSITY

Instructions: Complete this form, include a one-page summary of the applicant’s accomplishments and a current CV, and submit to the Department Chair or School Director of the faculty member or academic administrator’s home department for actions noted below. See Section 4.2.5 of the KSU Faculty Handbook for the requirements associated with the awarding of emeritus status. Please send via DocuSign and set signing order as indicated in Section One.

Nominee’s Full Name: _____ Today’s Date: _____

Department: _____

College: _____

Date of Retirement: _____

Rank and Title at time of Retirement: _____

Total Years of Service in the USG: _____

Total Years of Service at KSU: _____

Recommended Effective Date: _____

Support request to grant emeritus status:

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

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