



Emeritus/Emerita Status Recommendation

Emeritus status is awarded to recognize and honor the meritorious service of retiring Minnesota State University Moorhead (MSUM) faculty, staff, and administrators.

Eligibility:

To be eligible for emeritus/emerita status, the employee must be permanently retiring from full-time employment in higher education. In addition, the employee must have established a record of distinguished and exemplary service while employed at the University and must be retiring in good standing after at least 15 years of employment at MSUM.

Nomination Procedures:

The name of the employee to be considered for emeritus/emerita status will be submitted by the department supervisor to the appropriate Vice President at least six weeks prior to the retirement date. The Vice President will make a recommendation to the President for approval.

To nominate a retiree, please complete the following form and forward to the appropriate Vice President, who will make a recommendation to the President.

_____	_____
Name	Department
Years of Service at MSUM: _____	_____
	Retirement Date

Comments:

Signatures:

_____	_____
Dean/Department Supervisor	Date
_____	_____
Vice President	Date
_____	_____
President	Date

cc: Human Resources