

St. Cloud State University

Emeritus Request Form

Retired faculty, staff, and administrators constitute a vital part of the university community. St. Cloud State University wishes to maintain and encourage relationships with retirees who have dedicated themselves to advancing the mission of the University. The purpose of awarding emeritus status to retired employees is to recognize their honored role within the University community and to encourage their ongoing contributions to the intellectual and cultural life of the university.

Retiree Name:
Years of Service:

Department:

Eligible
 Not Eligible

Human Resources Signature:
Date:
Comments:

Recommended
 Not Recommended

Dean/Supervisor Signature:
Attach letter highlighting outstanding achievement & distinguished service during the retiree's career at St. Cloud State University.
Please provide specific examples
Date:
Comments:

Recommended
 Not Recommended

Department Chair Signature:
(for academic units only)
Date:
Comments:

Recommended
 Not Recommended

Vice President/Administrative Leader Signature
Date:
Comments:

Recommended
 Not Recommended

Human Resources Signature:
Date:
Comments:

Letter attached for review

Approved
 Not Approved

President Signature:
Date:
Comments:

Human Resources Use Only

Date letter sent to retiree and supervisor _____

HR Signature _____