

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

Department Chairperson/Supervisor Signature:
Attach letter highlighting outstanding achievement & distinguished service during the retiree's career at St. Cloud State University
Date:
Comments:

_____ Recommended
_____ Not Recommended

Dean Signature: (for academic units only)
Date:
Comments:

_____ Recommended
_____ Not Recommended

Vice President/Administrative Leader Signature:
Date:
Comments:

_____ Recommended
_____ Not Recommended

President Signature:
Date:
Comments:

_____ Approved
_____ Not Approved

Human Resources Signature:
Date:
Comments:

Human Resources Use Only

Date letter sent to retiree and supervisor _____

HR Signature _____