



EMERITUS REQUEST FORM FOR ADMINISTRATORS AND STAFF

This is a request form to designate an administrator or staff member as an Emeritus. Emeritus status is an earned honor and shall be granted by the President. Staff and administrators must meet the criteria indicated below for consideration.

Date of request:	Initiator's Name:		Initiator's Department:		Initiator's Extension:
Effective Date:	Dr./Ms./Mr.:	Employee Requesting Emeritus Status:	CWID:	Years of Service	Faculty or Staff:
Home Address:			Department:		Division:
Emeritus status will be granted at the highest classification held while employment. Please indicate classification and working title.					
CRITERIA:					Please check:
1. Retire in good standing with a minimum of ten (10) years of full-time employment service to California State University, Fullerton.					<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Upon death while employed at the University.					<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Honorably and consistently performed high quality work at California State University, Fullerton.					<input type="checkbox"/> Yes <input type="checkbox"/> No
4. A memorandum of recommendation should be attached.					<input type="checkbox"/> Yes <input type="checkbox"/> No
APPROVALS:					
Provost or Vice President:			Recommended:	Date:	
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Vice President for Human Resources, Diversity and Inclusion:				Date:	

Please return form to Human Resources, Diversity and Inclusion at CP-700 to be placed in the personnel file.