



## 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.					
<b>CRITERIA:</b>					
1. Retire in good standing with a minimum of ten (10) years of full-time employment to California State University, Fullerton.					
2. Upon death while employed at the University.					
3. Honorably and consistently performed high quality work at California State University, Fullerton.					
4. Attach a memorandum of recommendation.					
<b>REVIEW:</b>					
Provost or Vice President:		Recommended: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:		
<b>FOR HRDI OFFICE USE ONLY:</b>					
G.S.:		Y.O.S.:			
Vice President for Human Resources, Diversity and Inclusion:				Date:	