



Emeritum status may be awarded to members of the faculty, academic staff, and administrators who leave the University with official retirement status. Emeritum faculty, academic staff, and administrators constitute a vital part of the university community. The purpose of awarding emeritum status to retirees 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.

This Emeritum Request Form is to be completed by faculty, academic staff, or administrators who wish to receive emeritum status at time of retirement. Deans or executive managers requesting emeritum status for themselves must also attach a formal letter of request outlining their accomplishments at MSU.

Note: Faculty, academic staff, and administrators who are awarded emeritum status may choose to use the term “Emeritus,” “Emerita” or “Emeritum” in describing their designation when utilizing their title. For full Emeritum Policy please see: <https://hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/emeritus.html>

A. Employee Information

Name:	MSU Email:
Primary Dept/College/Unit:	Retirement Date:
Secondary Dept/College/Unit:	
Position Title(s): <i>List rank and administrative titles (if applicable)</i>	

I request emeritum status upon my retirement.

Faculty/academic staff/executive Signature

Date

B. Recommendation by Supervisor(s)¹

- Yes, I recommend the awarding of emeritum status upon the requesting employee’s retirement.
- No, I do not recommend the awarding of emeritum status upon the requesting employee’s retirement.
For “no” recommendations - please provide the reasons in a separate document.

Primary Supervisor (Name)

Primary Supervisor Signature

Date

Secondary Supervisor (Name)

Secondary Supervisor Signature

Date

¹ For purposes of this form, the supervisor may be a chairperson/school director, assistant dean, dean, director, vice president, etc.

C. Major Administrative Unit (MAU) Head Endorsement.

- Yes, I endorse the recommendation(s) by the supervisor(s).
- No, I do not endorse the recommendation(s) by the supervisor(s).

_____	_____	_____
Primary MAU Head/Dean/VP (Name)	Primary MAU Head/Dean/VP Signature	Date
_____	_____	_____
Secondary MAU Head/Dean/VP (Name)	Secondary MAU Head/Dean/VP Signature	Date

Routing: Once signatures are obtained, route this form via email (FSAffairs@msu.edu) to the Office for the Vice Provost and Associate Vice President for Faculty and Academic Staff Affairs (FASA) for university review. FASA will review and provide a written determination on whether emeritum status is awarded. For deans and executive managers requesting emeritum status for themselves, be sure to attach their formal letter of request to this form.