



Emeritum status may be awarded to members of the faculty, academic staff, and administrators who leave the university with official retirement status. For those interested in the designation who have served a substantial period but are not eligible for official MSU retirement, please see [The Emeritum Request Process Tip Sheet](#) for requirements. 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 the time of retirement. Supervisors may submit the form beginning six months before the faculty member's anticipated retirement date. 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 the full Emeritum Policy, please see the [MSU HR website](#).

For faculty and academic staff retirement information, please see: [Faculty Handbook - Retirement Eligibility Requirements for Faculty and Academic Staff](#).

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 official MSU retirement.*

OR

☐ *I am adjunct faculty or academic staff and meet the service/age requirement¹*

OR

☐ *I am not eligible for MSU retirement but have provided substantial service and I am including the required letters.*

Faculty/academic staff/executive Signature

Date

¹ At least 62 years of age with 15 years of service or 25 years of service at any age.

B. Recommendation by Supervisor(s)^{1,2}

- ☐ Yes, I recommend the awarding of emeritum status upon the employee's retirement.
- ☐ No, I do not recommend the awarding of emeritum status upon the 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

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 you obtain signatures, complete the [Emeritum Approval Request Form](#) (Microsoft Form), attach this form, and submit for approval 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 via email. For deans and executive managers requesting emeritum status for themselves, be sure to attach their formal letter of request to this form.

² For purposes of this form, the supervisor may be a chairperson/school director, assistant dean, dean, director, vice president, etc.