



NOMINATION FOR THE CONFERRAL OF STAFF EMERITUS STATUS

Governance Office
ADM 219 uaa_gov@alaska.edu

Board of Regents Policy 04.04.070. Emeritus Status

Emeritus status is an honor conferred by the chancellor, president, or Board of Regents upon the outstanding retirees of the university and not an automatic recognition of services rendered. The prerequisites of emeritus status will be provided by university regulation.

In exceptional circumstances, the chancellor may confer emeritus status on other meritorious employees who have provided a minimum of 10 years of faithful service of high quality to the institution. Recommendations will proceed along the appropriate administrative channels to the chancellor.

Information of Retiring Employee (Nominee)	
Name:	Employee ID Number:
Division/College:	Department/Office:
Office Telephone Number:	Office Address:
Approximate Date of Retirement:	Position Title:

Information of Nominator	
Name:	Office Telephone Number:
Email Address:	Department/Office:

Nomination Checklist

- _____ Letter of nomination describing the contributions this staff member has made to the UAA and their local communities that could be described as high quality and beyond the staff member's job responsibilities. Highlight initiatives, programs, committee involvement, leadership roles or services the staff member initiated during their employment.
- _____ Minimum of three letters of support
- _____ Comprehensive resume of this staff member
- _____ Completed nomination form, including signatures (see below)

Signature Page

Nominator's Signature

Date

Retiring Employee's (Nominee) Supervisor's Signature

Date

Vice Chancellor/Dean's Signature

Date

The completed nomination form and supporting documents should be submitted to the UAA Governance Office in Administration 219. Questions may be directed to the UAA Governance Office at uaa_gov@alaska.edu or 907-786-1994.

FOR OFFICE USE ONLY

Governance

Received: _____ Complete Packet Incomplete Packet – ___ Returned ___ Pending Items

UAA Governance Office's Signature

Date

Human Resource Services

Dates of Employment _____

Years of Employment at UAA _____

Director of Human Resource Service's Signature

Date

Staff Council

Recommend for Emeritus Status Decline

Staff Council President's Signature

Date

Chancellor

Approve for Emeritus Status Decline

Chancellor's Signature

Date