

Task:	Emerita/Emeritus Nomination Process		
Description:	The President of Georgia State University bestows the title Emeritus/Emerita on faculty and administrators who have distinguished themselves through research, teaching and/or service with ten or more years of honorable and distinguished service.		
Benefits:	https://emeriti.gsu.edu/about-us/		
Process & Components:	<p>Department's Executive Committee >Chair > Office of the Dean > Office of the Provost</p> <p>NOTE: The emerita/emertus title must be at the same rank as when the person retired. (Example: An Associate Professor will be Associate Professor Emeritus)</p> <p>Department/Executive Committee</p> <ul style="list-style-type: none"> • Prepares and submits a memo to the chair/director recommending nomination. • This memo must be signed by the committee members. <p>Chair/Director</p> <ul style="list-style-type: none"> • Prepares a memo recommending the individual be given emerita/emertus status. • This memo must include a description of what the individual has done for the department, college and/or university. • The memo must include a space at the bottom for the Associate Dean and Dean Rosen to sign and date if they approve of the nomination. • As with all official reports and memos, this nomination should be on the department's letterhead, dated and signed. <p>The chair submits their memo, executive committee's nomination, along with the nominee's most current CV to: asfacultyreview@gsu.edu</p> <p>Office of the Dean</p> <ul style="list-style-type: none"> • The Associate Dean and Dean will review and if in agreement, will advance the dean's recommendation, along with the chair's, executive committee's memos and the faculty member's CV. <p>Office of the Provost & President</p> <p>If approved, a letter from the President will be mailed to the faculty member's home address. But, first the Office of the Dean is notified; and in turn, the chair is then notified.</p> <p>The chair may then share the good news with the faculty member. The university's Emerti Association typically contacts the retiree a week later.</p>		
Calendar or Due Date:	<p>Nominations to be submitted at the beginning of faculty's member's last semester before retiring. Every effort will be made to process this request in advance of the soon-to-be retiree's last day.</p> <p>Post-Retirement: Nominations may be advanced at any time.</p>		
Revision Date:		SOP Reference #	