# *Emeritus Status Request Sample Letter*

***(PLEASE COPY, REVISE AND PRINT TO YOUR DEPARTMENT LETTERHEAD)***

*This sample letter is intended only to serve as a guide; reasonable variations are appropriate.*

***DATE:***

TO: Richard Settersten

Vice Provost for Faculty Affairs

FROM: [Dean/Department Chair/Head]

SUBJECT: Emeritus Status for [Name]

[Name of individual, rank/title], has served the State of Oregon and Oregon State University for [number of years] as a [specialist/authority, etc.] in [field, etc.].

[Dr./Mr./Ms. Name] is recognized by colleagues as [an authority, knowledgeable, etc.] and has developed a [national/international] reputation as a [scholar/teacher, etc.].

I recommend that [title/name] be granted emeritus status as [present rank] [Emeritus/Emerita] in the Department of \_\_\_\_\_.

Following their retirement on [date], [name] will reside at [home address with zip code].

Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair/Director Date

Approved:

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Dean Date