

## SBS INFORMATION FOR EMERITUS REQUESTS (procedural requirements)

### What is needed:

- (1) something in writing from the faculty member asking for emeritus status (email is fine)
- (2) a memo from the unit's H/D in support of the request (sample below)
- (3) recent CV.

### *Sample memo, on letterhead:*

Date

Dean John Paul Jones, III  
University of Arizona  
College of Social and Behavioral Sciences  
Douglass 200 West  
University of Arizona

Dear Dean Jones,

I am writing in support of (faculty member's name)'s request to become (rank) Professor Emeritus. Dr. (faculty) has been an important and valued member of the faculty of the Department/School of xxxxxx since (year joined your unit), with research expertise in (list). *[IF UNIT CULTURE OR BYLAWS CALL FOR A FACULTY VOTE, PLEASE ADD: The faculty of the Department/School of xxxxx have voted in favor of this request.]*

We are pleased to support this request for Emeritus status at the University of Arizona upon retirement (and then indicate when retirement is to take effect please).

Sincerely yours,