**Nominations for Faculty Emeritus Status Fall 2022**

As of Fall 2022, the Millersville University Representative Council will be responsible for reviewing and voting on nominations for Faculty Emeritus status. APSCUF and Management are currently working on a more thorough, updated policy for Faculty Emeritus nominations. For now, the following procedure should be followed:

1. Required information
	1. Name of faculty member
	2. Department
	3. Number of years faculty member has served
	4. Four to five accomplishments of the faculty member supporting their nomination
2. Formatting requirements[[1]](#footnote-1)
	1. One page maximum in length using 12-pt font and one-inch margins. A template can be found on the following page.
3. Nominations should be submitted to the Representative Council (APSCUF-MU@millersville.edu) by the nominating department. The Council will vote on each nomination. A simple majority will constitute a recommendation to the Council of Trustees.
4. Nominations that receive a majority of “yes” votes will be sent to the Provost’s Office. The Provost will submit these recommendations to the President, who will submit them to the Council of Trustees. The Council will then vote on the granting of Emeritus status.

**Date:**

**To:** MU APSCUF

**From:**   Department of ???????

**Subject:** Resolution for Emeritus Status for Jane/John Doe, MFA/PhD/other.

**WHEREAS** Dr./Professor Jane Doe, Professor of Basket weaving, retired after 29.5 years of dedicated and distinguished teaching, scholarship, and service to Millersville University; and

**WHEREAS** Dr./Professor Jane Doe has worked with thousands of Millersville students during her tenure providing skilled advising and support while addressing ?????????????; and

**WHEREAS** Dr./Professor Jane Doe brilliantly and compassionately served as the Department Chair/Director from December, 2001 until their retirement in May, 2021 during which time they initiated and updated vital policies and procedures raising the standards and operations of the department to the highest professional levels; and

**WHEREAS** Dr./Professor Jane Doe led the Department’s efforts to receive full accreditation, the major accrediting body for the field; and

**WHEREAS** Dr./Professor Jane Doe authored or co-authored more than 10 articles, co-authored a book chapter, exhibited internationally, nationally, regionally, and locally, and presented more than 20 professional papers at local, regional, and national conferences and received numerous grants to support their scholarly endeavors: and

**WHEREAS** Dr./Professor Jane Doe served on numerous University committees including (*list committees here*); and

**WHEREAS** Dr./Professor Jane Doe shared their expertise with the University through *(list examples);* and

**WHEREAS** Dr./Professor Jane Doe sought out specialized training in *(add field)* and used this knowledge to help Millersville University students, provide outreach and programming, and presented and published on this topic; and

**WHEREAS** Dr./Professor Jane Doe received extensive training in *(list training)*, volunteering on the *(list locations)*, and serving as *(list service);* and

**WHEREAS** Dr./Professor Jane Doe was the coordinator for the University’s *(list name),* one of the founding members of the University’s *(list name*) serving on the executive committee until their retirement; and

**WHEREAS** Dr./Professor Jane Doe is the founder of the highly successful *(name of program)* at Millersville University and contributed to research examining the positive benefits of *(example).*

**THEREFORE BE IT RESOLVED** that Dr./Professor Jane Doe be granted the honorary title of Professor of *(Department Name Here)* Emeritus.

1. Nominations not conforming to these guidelines will be returned to the submitting Representative for revision. [↑](#footnote-ref-1)