**Criteria for President Emeritus(a)**

(Nominee *must* meet all three (3) criteria for eligibility)

1. Has at least ten (10) years of service as a full-time faculty member and/or administrator at the University of Guam (UOG).
2. Has at least three (3) years of service as the President of UOG.
3. Has distinguished himself/herself by making significant contributions to UOG.

**Nomination Procedures for President Emeritus(a)**

1. Upon receipt of a recommendation by any Regent, the Chairperson of the Board of Regents (BOR) shall refer the nomination to the Academic, Personnel and Tenure Committee (AP&T) to review the nomination package, conduct research and interviews as desired, and render a report with recommendation to the full BOR during an Executive Session.
2. The BOR in Executive Session shall determine whether Emeritus(a) status is to be awarded to the nominee.
3. The BOR, or BOR Liaison shall inform the President of the Society of Emeritus Professors & Retired Scholars (SEPRS) of the approval. The newly granted President Emeritus(a) shall be presented with a certificate of recognition of status by the BOR Chairperson or designated representative.

**President Emeritus(a) Nomination Form**

A current curriculum vitae describing nominee’s times in positions and significant contributions **must** be submitted with this form.

**Nominee Information**

Name of Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Title (at Retirement): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_

Years of Service as FT Faculty and/or Administrator at UOG: \_\_\_\_ Retirement Date: \_\_/\_\_/\_\_

Emeritus(a) Position Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years of Service in Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_

**Nominator Information**

*(Complete this section only if you are not the nominee.)*

A nomination must originate from one of the following: Current Regent member.

Name of Regent Nominator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_

**Nomination Letter**

<date>

TO: Whom it may concern

FROM: <nominator's name>

RE: President Emeritus(a) Nomination for <nominee's name>

Please ensure that the nominee’s title specifically states their administrative position title at the time of retirement.

The nomination letter is a statement of the significance of the nominee’s work as prepared by the nominator. The letter explains how the nominee meets the minimum qualifications of years in service in both criteria (1 and 2), and how the nominee has distinguished himself/herself by describing the many significant contributions made to UOG.

The letter must not exceed 750 words and must be attached to this nomination for review.

A current curriculum vitae (CV) should be attached that provides further details of significant contributions.

**UOG BOR Academic, Personnel and Tenure Committee (AP&T) Committee Recommendation to the Board of Regents**

Based on the attached nomination form and current curriculum vitae, the applicant has distinguished himself/herself by making significant contributions to UOG.

This has been reviewed, as applicable, by the AP&T Committee.

[ ] YES [ ] NO

Therefore, awarding the status of President Emeritus(a) to this nominee is:

[ ] RECOMMENDED [ ] NOT RECOMMENDED

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / / /

Chair AP&T Date

Comments: