**Criteria for Professor / Extension Agent Emeritus(a)**

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

1. Is a tenured faculty at the minimum rank of Associate Professor/Extension Agent IV or Professor/Extension Specialist at the University of Guam (UOG) at the time of retirement.
2. Has at least fifteen (15) years of service as a full-time faculty member or a combination of said years of service as a full-time faculty and academic administrator at UOG.
3. Has been reviewed using the following procedures to confirm that he/she has made significant contributions to UOG.

**Nomination Procedures for Professor / Extension Agent Emeritus(a)**

1. The faculty nomination process for the status of Professor / Extension Agent Emeritus(a) may begin during the last year of employment prior to retirement from UOG, provided that said status, if granted before retirement, shall only become effective the day after the date of official retirement from the University.
2. Nominations for Professor / Extension Agent Emeritus(a) status may originate from any full-time faculty member, the individual being nominated, the Dean or Director of the Unit, or a member of the Society of Emeritus Professors and Retired Scholars (SEPRS).
3. Nominations for the titled status of Professor / Extension Agent Emeritus(a) shall begin with the submission of the nomination form, with a current curriculum vitae (CV) attached, to the Dean or Director of the Unit from which the nominee is serving or has retired.
4. Nominations shall be reviewed by the Dean or Director (10 business days), Senior Vice President & Provost of Academic & Student Affairs (15 business days), and President (10 business days).
5. The Board of Regents shall have the final determination concerning the granting of the Emeritus(a) status. It is the responsibility of the Executive Secretary of the BOR to notify both the newly granted Professor / Extension Agent Emeritus(a) and the President of SEPRS of the conferred status. The newly granted Professor / Extension Agent Emeritus(a) shall be presented with a certificate of recognition of status by the UOG President.

**Professor / Extension Agent Emeritus(a) Nomination Form**

Please refer to the full criteria, deadlines, and process in the University of Guam (UOG), Board of Regent's Bylaws Booklet of Appendices. A current curriculum vitae describing nominee’s endeavors in research, teaching, and/or community service **must** be submitted with this form.

**Nominee Information**

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

Title (specialty at retirement): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Start date : / / / Date of Retirement: / / /

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

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

**Nominator Information**

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

In addition to self-nominations, a nomination must originate from one (1) of the following: a full-time faculty member, the Dean or Director of the Unit, or a member of the Society of Emeritus Professors and Retired Scholars (SEPRS). In the case of a SEPRS nomination, the nomination must be processed through the respective Dean/Director.

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

Relationship to the Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Nomination Letter**

<date>

TO: Whom it may concern

FROM: <nominator's name>

RE: Professor / Extension Agent Emeritus(a) Nomination for <nominee's name>

Please ensure that the nominee’s title specifically states their discipline, such as Professor of English or Nutrition, or Extension Agent in Community Service or Horticulture.

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 contributions as described in the criteria for Professor / Extension Agent Emeritus(a) and should focus on the nominee’s significant contributions to teaching, research, and/or service. The letter must not exceed 750 words and must be attached to this nomination for review.

**Dean/Director Recommendation**

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

[ ] YES [ ] NO

Therefore, awarding the status of Professor/Extension Agent Emeritus(a) to this nominee is:

[ ] RECOMMENDED [ ] NOT RECOMMENDED

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

Director/Dean/Other Date

Comments:

**Senior Vice President & Provost (SVP/P) Recommendation**

[ ] ***The President of SEPRS was notified of this application***. Date: / / /

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

[ ] YES [ ] NO

Awarding the status of Professor/Extension Agent Emeritus(a) to this nominee is:

[ ] RECOMMENDED [ ] NOT RECOMMENDED

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

SVP/P Date

Comments:

**President 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 in research, teaching, and/or service.

[ ] YES [ ] NO

Awarding the status of Professor/Extension Agent Emeritus(a) to this nominee is:

[ ] RECOMMENDED [ ] NOT RECOMMENDED

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

President Date

Comments: