**Criteria for Vice President or Provost, Dean, or Director**

**(Or Equivalent Position) 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.
2. Has at least three (3) years of service in the position for which the Emeritus(a) status is to be bestowed.
3. Has distinguished himself/herself by making significant contributions to the University of Guam.

**Nomination Procedures for Vice President or Provost, Dean, or Director**

**(Or Equivalent Position) Emeritus(a)**

1. Requests for Emeritus(a) status originate from the individual or from the immediate supervisor of the administrator.
2. The requests are submitted consecutively in the following order: appropriate Administrative Supervisor, Administrative Council, appropriate Vice President or Provost (if applicable), and President. Each shall make a recommendation, in turn, to the Board of Regents (BOR).
3. Nominations for the titled status of Vice President or Provost, Dean, or Director Emeritus(a) shall begin with the submission of the nomination forms, with a current curriculum vitae (CV) attached, to the immediate supervisor from which the nominee is serving or has retired.
4. Nominations shall be reviewed by the appropriate Administrative Supervisor, Admin Council, appropriate Vice President or Provost (if applicable), and President. If the appropriate Administrative Supervisor is also a Vice President, then both forms should be signed. The difference is that the concurrence as the respective Vice President or Provost also includes informing the President of the Society of Emeritus Professors & Retired Scholars (SEPRS) of the application.
5. The BOR 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 Vice President or Provost, Dean, or Director Emeritus(a) and the President of SEPRS of the conferred status. The newly granted Vice President or Provost, Dean, or Director Emeritus(a) shall be presented with a certificate of recognition of status by the UOG President.

**Vice President or Provost, Dean, or Director (Or Equivalent Position) 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.)*

In addition to self-nominations, a nomination must originate from one of the following: Immediate Supervisor.

Name of Nominee or Immediate Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Nomination Letter**

<date>

TO: Whom it may concern

FROM: <nominator's name>

RE: (Position) 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.

**Immediate Administrative Supervisor Recommendation**

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

[ ] YES [ ] NO

Therefore, awarding the status of Vice President or Provost / Dean / Director (Or Equivalent Position) Emeritus(a) (circle one) to this nominee is:

[ ] RECOMMENDED [ ] NOT RECOMMENDED

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

Administrative Supervisor Date

Comments:

**Administrative Council Recommendation**

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

[ ] YES [ ] NO

Therefore, awarding the status of Vice President or Provost / Dean / Director (Or Equivalent Position) Emeritus(a) (circle one) to this nominee is:

[ ] RECOMMENDED [ ] NOT RECOMMENDED

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

Administrative Council Chair Date

Comments:

**Senior Vice President & Provost or Vice President for Administration and Finance/Chief Business Officer 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.

[ ] YES [ ] NO

Therefore, awarding the status of Vice President or Provost / Dean / Director (Or Equivalent Position) Emeritus(a) (circle one) to this nominee is:

[ ] RECOMMENDED [ ] NOT RECOMMENDED

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

SVP/P or VPAF/CBO 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.

This has been reviewed, as applicable, by the immediate supervisor, Administrative Council, respective Vice President or Provost, and myself.

[ ] YES [ ] NO

Therefore, awarding the status of Vice President or Provost / Dean / Director (Or Equivalent Position) Emeritus(a) (circle one) to this nominee is:

[ ] RECOMMENDED [ ] NOT RECOMMENDED

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

President Date

Comments: