

Pitt Public Health Emeritus Appointment Checklist

*Submit this checklist as the cover sheet for proposed Emeritus appointment.
Submit **one electronic and one paper original** of all items to the Director of Personnel.*

1. Letter from Department Chair to the Dean requesting the proposed Emeritus appointment with a summary of the candidate's qualifications. Include the following:
 - Date of retirement.
 - Faculty member's distinguished service and meritorious contributions to the educational mission and programs of the University.
 - Faculty member's date of hire into the department.
 - Anticipated future roles and responsibilities upon receipt of Emeritus status.
2. List of the nominee's distinguished service achievements and meritorious contributions.
3. Nominee's current *Curriculum Vitae*.

Signature: _____
Department Chair

Date: _____

Signature: _____
Associate Dean for Faculty Affairs

Date: _____

Emeritus/Emerita Recognition (https://www.provost.pitt.edu/faculty-handbook/ch2_app_emeritus_pol)

The conferral of the Emeritus/Emerita certificate should take place in a dignified collegial retirement ceremony, usually in the department, school, or regional campus of the faculty member completing active service. If possible, the Chancellor, Provost, or Senior Vice Chancellor for Health Sciences should attend. Faculty who receive Emeritus/Emerita rank are honored at the Honors Convocation, and their names are listed in a special Emeritus/Emerita category in the Honors Convocation program. Emeritus faculty members continue to be listed in their respective school or faculty bulletins.