***Emeritus Request Routing Sheet***

Emeritus requests are processed through the Office of the Executive Vice President and Provost (Diane Z. Chase). Required documents are noted below. Once all necessary signatures are affixed, the president’s office will send a notice to the Emeritus individual; the EVPP office will notify the recommending dean of the Emeritus approval.

* Dean’s recommendation memo
* Associate dean/chair/director support memo (optional)
* Individual’s name / title
* Department / College
* Effective date
* Faculty vote (i.e., X yes; X no; X abstained)
* Individual’s address and a ***non*** UNLV contact number
* CV

Awardees name; department / college:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Received @ EVPP Office:

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

***Initials******Date***

Received @ Faculty Senate Office:

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

***Initials******Date***

Returned to EVPP Office:

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

***Initials******Date***

Submitted to President’s Office:

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

***Initials******Date***

3/2/17 (jd)