



DOANE UNIVERSITY

Emeritus Staff Eligibility Recommendation Form

SECTION I – To be completed by employee or designee. Return to retiring employee’s supervisor.

Name of Retiring/Retired Staff Member:

Retirement Date:

Department(s):

Years of Service:

Comments:

Name of individual completing and submitting this form:

Name and Title

Date

Is a letter of recommendation outlining rationale attached?

Yes

No

SECTION II – To be completed by Immediate Supervisor and Leadership Team Member

Immediate Supervisor recommends award:

Yes

No

Signature

Leadership Team member recommends the award:

Yes

No

Signature

Comments:

SECTION III – To Be Completed by Human Resources.

Human Resources: Employee is in good standing and eligible for award: Yes No

Signature

Comments:

SECTION IV– To be completed by the President in consultation with the Leadership Team

President of University recommends the award: Yes No

Signature

Comments:

Final decision should be shared with Human Resources for final processing.