



Application for Emeritus Privileges

In accordance with Fredonia's *Handbook on Appointment, Reappointment, and Promotion*, faculty and professional employees who retire in good standing are eligible for Emeritus status. At the time of completing other paperwork related to retirement, the employee completes this application so that there is a record of privileges that continue in retirement.

Before completing this application, faculty and professional employees should read carefully Fredonia's *Handbook on Appointment, Reappointment, and Promotion* for information about the process for Emeritus status.

The Emeritus Application is submitted and approved through the appropriate chain of review starting with the employee's supervisor.

Full Name: [Type FIRST and LAST name here]

Department: [Type DEPARTMENT here]

Title: [Type CURRENT TITLE here]

Retirement Date: [Type LAST DATE OF EMPLOYMENT here]

CONTACT INFORMATION

Home address: [Type ADDRESS after retirement here]

Home phone: [Type PHONE NUMBER after retirement here]

Alternate email: [Type ALTERNATE EMAIL ADDRESS (not fredonia.edu) here]

Winter address: [Type WINTER ADDRESS after retirement, if applicable]

Winter phone: [Type WINTER PHONE NUMBER after retirement, if applicable]

Cell phone: [Type PHONE NUMBER after retirement here]

Name of Spouse / Partner: [Type NAME OF PARTNER OR SPOUSE here]

PERMISSIONS

My contact information may be shared with former colleagues who request it. Yes No

My contact information may be shared with former students who request it. Yes No

My Emeritus status and Fredonia email be included in the Fredonia phone directory. Yes No

AUTOMATIC PRIVILEGES

Access to the following privileges is automatically granted with Emeritus status, to the extent that such privileges are extended to faculty and staff who are current employees:

- Campus network access (including printing quota)
- Learning management system
- News listserv
- Email and collaboration suite
- U-drive
- FredCard
- Access to library computers, databases, and interlibrary loan
- Use of the fitness (with the same conditions that apply for current faculty and staff)
- Campus parking

DISCRETIONARY PRIVILEGES REQUESTED

Some privileges not ordinarily granted to Emeriti may be granted by the President, based on the individual's needs and continuing relationship to Fredonia. Please indicate here which of these privileges you request:

- Office space (shared) on campus
- Authorization to work on grants (with a Co-Principal Investigator who is a current employee)
- Use of copier codes
- Use of long-distance codes
- Use of campus postage services and department mailbox for university service
- Card / key access to __ **Type here to provide information about the place(s) which you will need to access after retirement**

Provide here a brief description (up to 250 words) of the reasons for the requested privileges.

Type description of reason for request here.

By checking this box, I acknowledge that I understand my contact information will be shared with Fredonia business offices who require it. (This box must be checked to receive Automatic Privileges.)

[Type signature(s) here or delete to allow for written signature(s)]

[Type date here]

Employee Signature

Date

Chair's Recommendation

- I support this request for emeritus status on the date specified and approve all requested privileges.
- I support this request emeritus status on the date specified but with the exceptions/changed noted in the comments below.
- I do not support this request for emeritus status on the date specified.

Type Chair's comments here.

[Type signature here or delete to allow for a written signature]

[Type date here]

Chair Signature

Date

Dean's/Director's Recommendation

- I support this request for emeritus status on the date specified and approve all requested privileges.
- I support this request emeritus status on the date specified but with the exceptions/changed noted in the comments below.
- I do not support this request for emeritus status on the date specified.

Type Dean's/Director's comments here.

[Type signature here or delete to allow for a written signature]

[Type date here]

Dean/Director Signature

Date

Provost/Vice President's Recommendation

- I support this request for emeritus status on the date specified and approve all requested privileges.
- I support this request emeritus status on the date specified but with the exceptions/changed noted in the comments below.
- I do not support this request for emeritus status on the date specified.

Type Provost's/Vice President's comments here.

[Type signature here or delete to allow for a written signature]

[Type date here]

Provost/Vice President Signature

Date

President's Recommendation

- I support this request for emeritus status on the date specified and approve all requested privileges.
- I support this request emeritus status on the date specified but with the exceptions/changed noted in the comments below.
- I do not support this request for emeritus status on the date specified.

Type President's comments here.

[Type signature here or delete to allow for a written signature]

[Type date here]

President Signature

Date

This entire completed document is to be forwarded by the retiree to the President, with a copy sent to the Director of Human Resources. Once the application is signed by the President, the President's Office will send copies to the retiree, his/her Chair or supervisor, Vice President and Information Technology Services.

Rev. 03/07/2018