

## ACES Emeritus Status Request

**Below is a sample of memo content.**

The Department would like to request Emeritus status for Professor \_\_\_\_\_. Per NMSU policy 8.65, Emeritus status for faculty is based upon two conditions:

1. The faculty member is eligible for retirement under the New Mexico Educational Retirement Act or the Federal Civil Service;
2. The faculty member is tenured at the university

Benefits for Emeritus faculty may include:

- (1) receive general university publications upon request
- (2) may be issued identification cards
- (3) be listed in the university phone directory
- (4) have on-campus office or work facilities (if available, requested, and approved);
- (5) may be requested as an emeritus consultant and;
- (6) individual emeritus faculty and agricultural extension faculty shall be listed for life as emeriti in the catalog.

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TO: Dean  
FROM: Department Head  
SUBJECT: Request for Emeritus Status – Faculty Name

The Department would like to offer Professor <name> the following benefits with the approved designation of Emeritus:

<List the benefits you wish to provide>

<Explain the merits of the Professor that would demonstrate why the Professor should be granted Emeritus status.>