**RESOLUTION IN SUPPORT OF**

**RECOGNITION OF THE RETIREMENT OF [insert name]**

WHEREAS, [insert name] has faithfully served the University of Wisconsin-Whitewater for [insert number] years; and

WHEREAS, [insert name] has served as [insert title] in the [insert department]; and

WHEREAS, [insert name] [highlight the retiree’s University employment. Please insert activities, duties, and/or accomplishments worthy of note and/or distinction. Add as many lines as needed.];

WHEREAS, [insert name];

WHEREAS, [insert name] [highlight the retiree’s service. Please insert or describe university, professional, and/or community service worthy of note and/or distinction. Add as many lines as needed.];

WHEREAS, [insert name];

WHEREAS, [insert name] demonstrated professional commitment, dedication and loyalty to the University of Wisconsin-Whitewater; and

THEREFORE BE IT RESOLVED that the Academic Staff Assembly acknowledges [insert name]’s [insert number] years of service with appreciation and gratitude; and

BE IT FURTHER RESOLVED that the Academic Staff Assembly recommends emeritus status for our honored colleague and extends to [insert name] our best wishes for a long, fulfilling, and well-deserved retirement.

**Resolution Tracking:**

Resolution submitted by [insert name] on [date] for department level approval.

Resolution submitted by [insert name] on [date] for Dean/Director level approval.

Resolution submitted by [insert name] on [date] to [Academic Staff Assembly](mailto:acadstaff@uww.edu) for consideration.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action Date** |  | | | |
| **Action** | Approved | Rejected | Tabled | Other |
| **Vote Detail** | Ayes | Nays | Abstentions | Other |

**See Section 19 of Academic Staff Personnel Rules for eligibility:** <https://www.uww.edu/asa/get-acquainted/as-personnel-rules#section-19-retirement>

## **Academic Staff Process for Emeriti Status Nomination and Conferral**

1. Resolution drafted and approved by the home department:

* Retiree’s name
* Retiree’s years of service to UWW
* Retiree’s retirement year
* Retiree’s home department (author of the recommendation/resolution)
* Recommendation that the title of Emeritus/a be conferred on the retiree including one or more of the following:
  + Distinguished service to the department/unit and/or UWW
  + Distinguished service to the profession, field, and/or community
  + Awards and recognitions received by the retiree

1. Department Resolution or Letter of Recommendation submitted to the Dean/Director for approval
2. Department Resolution or Letter of Recommendation submitted by the Dean/Director to Academic Staff Assembly (<acadstaff@uww.edu>)
3. Vote by Academic Staff Assembly (date of conferral)
4. Resolution and Decision submitted by ASA Chair to the Office of the Chancellor
5. Letter of Conferral sent from Chancellor to new Emeritus/a person, Alumni Office, and Academic Staff Assembly.
6. Emeritus/a’s information (with conferral date, resolution, and conferral letter) added to official database kept by the Alumni Office
7. Emeritus/a’s information sent by Alumni Office to all relevant privilege granting offices/units
8. Future Information Requests would go to Alumni Office (event invitation lists, etc.)