Date: Month Day, 2022

To: Nancy Allbritton

Frank & Julie Jungers Dean of Engineering College of Engineering

From: [NAME], Professor and Chair

[Department/School] of [Name of Unit]

Subject: Appointment of Professor to Professor Emeritus

Dear Dean Allbritton,

The [Department/School] of [Name of Unit] faculty have voted to appoint Professor [Name of faculty member] to the position of *Professor Emeritus* with the Emeritus status starting as of [Month] [Day], 2022.

I can certify that Professor [Name of faculty member]:

* Is retiring from a tenured, salaried appointment
* Is retiring at the rank of professor
* Has held a UW faculty appointment for at least 10 years prior to retirement
* Is requesting emeritus status within one year of retirement
* Has been found meritorious in each of the 5 years leading up to retirement, and has an overall record of meritorious performance
* Has had no misconduct issues requiring review and/or resolution in the 5 years leading up to retirement

The faculty voted [##] in favor with [#] votes against, [#] votes abstaining and [#] votes absent.

Sincerely,

[Name of Chair]

Professor and Chair

[Department/School] of [Name of Unit]

Attachment: [Faculty Member’s] retirement notification

I concur with the recommendation to appoint Professor [Name of faculty member] to the position of *Professor Emeritus* with the Emeritus status starting as of [Month] [Day], 2022.

Nancy Allbritton Date

Frank & Julie Jungers Dean of Engineering