

Recommendation Form for Administrator Emeritus Status

The recommendation made will be contingent upon the guidelines below. A concise but complete summary should be written for each item clearly referencing supporting materials in the appendix. Clarity is essential as is effective organization. The committee members cannot be expected to search for the information needed to determine the appropriateness of the application.

A. Academic Administration (all four required):

Interviews with students, peers and supervisors of the candidate indicate the candidate demonstrated excellence in the following areas during the time of employment:

1. Leadership and Management (demonstrating such characteristics as insight, clarity, organization and enthusiasm).

2. Curriculum development.

3. Effective advocate.

4. Responsiveness to faculty and students, i.e., answers questions, welcomes participation, gives of his/her time freely and is sensitive to needs.

B. Service to the College Community (at least 2 out of 3 must be met):

1. Demonstrated an active willingness to serve on college committees and pursued committee work diligently.

2. Demonstrated leadership in organizations concerned with institutional governance and faculty welfare, e.g., College Council.

3. Showed high success in developing special projects or programs central to the College's curriculum.

C. Professional Engagement

1. Demonstrates significant level of professional engagement (to include scholarly activity, engagement in the professional community and the community at large).