## **Recommendation Form for Professor 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.	<b>Teaching Component (all four required):</b> Interviews with students, peers and supervisors of the candidate indicate the candidate showed the following qualities during the time of employment:			
	1.	Subject mastery and continuous growth in his/her discipline.		
	2.	Careful and thorough preparation for teaching sessions.		
	3.	High degree of effectiveness in teaching including clarity, organization and enthusiasm.		
	4.	Responsiveness to students, i.e., answers questions, welcomes students' participation, gives of his/her time freely and is sensitive to student needs.		

B.	Service to the College Community (at least 2 out 3 must be met):		
Б.	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.	Pr	ofessional Engagement
	1.	Demonstrated significant level of professional engagement (to include scholarly activity, engagement in the professional community and the community at large).