Elgin Community College Emeritus Nomination Form

In order to qualify for Emeritus status, the employee must:

1. Serve in the position of Dean or higher;
2. retired from College;
3. demonstrated meritorious service, and upheld the mission, vision, values, and Strategic Goals of the College;
4. have provided a minimum of 12 years of full-time service to the College upon retirement.

Note: Employees who pass away before retiring may be awarded posthumously if they meet the minimum criteria.

**Nominee:**

**Position and Title:**

**Address:**

Please describe below how the nominee has demonstrated meritorious service and upheld the mission, vision, values, and Strategic Goals of the College. Please attach a minimum of two letters of support, with at least one letter from a College administrator familiar with their service to the College and one from the nominating direct supervisor.

*Insert Signature.* Or 

Signature of Direct Supervisor Date

Please attach as much documentation as possible in support of this nomination, and submit

all documents **electronically** to CHROOffice@elgin.edu

Questions:

Chief Human Resources Officer

CHROOffice@elgin.edu