



# Transmittal Form: Emeritus/a

## APT & AEP

Candidate's Name		UID No.	
Primary Unit		Secondary Unit	
College		Date to Present Rank	
Present Rank		Proposed Rank	
		Type of Appointment	

### Primary Unit

Tenure Home	Meeting Date	Vote Summary		Abstentions			Sum
		Yes	No	Vol.	Man.	Absent	
Unit APT Committee							
Unit Head							
Dean							

### Contact Information

	Name	Phone	Email	Campus Address
Dean		X-		
Unit Head		X-		
Unit APT Spokesperson		X-		

### Items to be Included in the Dossier

- |   |  |  |
|---|--|--|
| <ol style="list-style-type: none"> <li>1. Transmittal Form</li> <li>2. Department Chair's Letter</li> <li>3. Department APT Report</li> </ol> | <ol style="list-style-type: none"> <li>4. Dean's Letter</li> <li>5. Letters of Resignation and/or Retirement</li> <li>6. Retirement Agreement (if applicable)</li> </ol> | <ol style="list-style-type: none"> <li>7. Benefits Office Memo</li> <li>8. Curriculum Vitae †</li> </ol> |
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† Signed and Dated by Candidate