## Librarian Emeritus Nomination Form

# Deadline: March 15th Office of the Provost

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Nominee’s Name: | | |  | | UMD ID: | | |  |
| Department: | | |  | | Dep. Phone: | | |  |
| Nominee’s Home Address: | | |  | | | | | |
| City, State, Zip: | | |  | | | | | |
| Nominee’s Rank/Title: | | |  | Email address: | | |  | |
| Years of service at UMD: | | |  | Retirement date: | | |  | |
|  | | | | | | | | |
| **REQUIRED DOCUMENTS**   1. Nominee’s curriculum vitae in the standard UMD format (see UMD faculty handbook for format requirements). Letters of recommendation from the Division Head and Dean. 2. Librarian Emeritus Citation (200 words). The citation is a summary of the significance of the candidate's work as prepared by the nominator or Division Head. It is intended to state concisely why a candidate is recommended. The citation should address the librarian’s original contributions to the teaching, research, and service missions of the university; outstanding achievements and awards; exceptional professional service; and other noteworthy contributions. Citations should adhere to a maximum length of 200 words.   The citation should be as readable as possible while sufficiently detailed in content to allow those considering the nomination to make a confident assessment of the candidate's contributions. If a nominee is approved, the citation, or a condensed version of it, will be used for all publications. | | | | | | | | |
| **Review and Comment** | | | | | | | | |
| **Division Head** |  | Recommended | | | |  | | |
|  | Not recommended for the following reason(s): | | | |
| **Signature & Date** | | |
|  | | | | | | | | |
| **Dean of Library Services** |  | Recommended | | | |  | | |
|  | Not recommended for the following reason(s): | | | |
| **Signature & Date** | | |
|  | | | | | | | | |
| **HR Office** |  | Eligible for emeritus status | | | |  | | |
|  | Not eligible for the following reason: | | | |
| **Signature & Date** | | |
|  | | | | | | | | |
| **Provost** |  | Recommended | | | |  | | |
|  | Not recommended for the following reason(s): | | | |
| **Signature & Date** | | |
|  |  |  | | | |  | | |
| **Chancellor** |  | Nomination Approved | | | |  | | |
|  | Nomination Not Approved | | | |
| **Signature & Date** | | |