

College of Engineering
Process to request Emeritus status
Revised July 2020

1. ***Department Head:*** For Emeritus requests, please **send a brief memo in an email** to Bre Robinson (bmg14), and copy Sr. Associate Dean Atchley (aaa9) and Sara Hackett (saw5180). **In the memo**, please be sure to note you are requesting Emeritus status, the retiring faculty member's name, rank/title, and length of service with Penn State.

2. ***Administrative Support Staff:*** Sara Hackett will reach out to remind you to note this on the retirement separation paperwork.