

College of Engineering
Process to request Emeritus status
August 2023

1. ***Department Head:*** For Emeritus requests, please **send a brief memo in an email** to Heide Port (hap2), and copy Associate Dean Stoffels (sms26), Amy Corbett (auh243), 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.