

**College of Engineering**  
**Process to request Emeritus status**  
**August 2024**

1. **Department Head:** For Emeritus requests, please create a brief memo on your letterhead and addressed to Dean Peeples and send it as an attachment to Heide Port (hap2), copying 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.