



108 Administration Building
1001 Campus Delivery
Fort Collins, Colorado 80523-1001
P: 970-491-6614

Administrative Professional Application for Emerit Status

Section 1: Retiring Administrative Professional Staff Information

Name: _____

Title: _____

Department: _____

Division: _____

CSU Start Date: _____

CSU Retirement Date: _____

Total Years of Service to CSU: _____

Emerit Title to be Used:

- Emeritus
- Emerita
- Emerit (non-binary)

Highest AP Staff Position to be used in Emerit Title: _____

Section 2: Nominator Information (if applicable)

Self-nominators may skip to Section 3.

Name: _____

Title: _____

Department: _____

Division: _____

Section 3: Qualifications

Attach a brief explanation (less than one page) of how the eligibility requirements are met and a two-paragraph summary (less than 250 words) of accomplishments and contributions for submission to the Board of Governors. *Please submit this as a Word document so the summary may be easily captured for reporting to the Board of Governors.*



Section 4: Signatures and Approvals

Applicant or Nominator: *Sign to indicate that the information in the application is true and correct, then submit with the attachment noted in Section 3 to the head/director.*

Signature: _____ Date: _____

Department Head/Director: *Verify information in application; if requirements are met and the request is approved, sign below.*

- Approved
- Denied

Name: _____ Signature: _____ Date: _____

Dean/Vice President: *Verify information in application; if requirements are met and the request is approved, sign below.*

- Approved
- Denied

Name: _____ Signature: _____ Date: _____

Provost/EVP: *Acknowledge receipt of application and eligibility by signing below.*

Name: _____ Signature: _____ Date: _____

Last update: July 2025