Emeritus Process Checklist

|  |  |
| --- | --- |
| Position Title |  |

|  |  |
| --- | --- |
|  | **Completed** |
| Emeritus appointment is approved by the Provost and President. |  |
| A letter is then signed by the President for approval and sent to Human Resources. |  |
| Human Resources checks to see if appointment is an active employee:   * If active, Records updates PEAMPL and NBAJOBS in Banner. * Identity Management System updates Active Directory account and creates a new email address, making the fgcu.edu email proxy for 30 days. * If not active, appointment is reactivated in PEAMPL in Banner. * Identity Management System reactivates account in Active Directory and creates a new email address. |  |
| **NOTE: You are responsible for notifying both Records and Employment if there are any status changes or if their appointment is anticipated to be longer or shorter.** |  |