DATE

Dear FACULTY NAME (Emplid #)

In recognition of your years of valued service and contributions to the University of Minnesota, and in keeping with the Regents’ Policy on *Faculty Emeriti*, this letter confers upon you the title RANK Emeritus.

In accordance with the Administrative Policy: [*Holding the Title of Faculty Emeriti*](http://www.policy.umn.edu/Policies/hr/Contracts/EMERITI.html), you are entitled to these privileges and services through the University, should you so desire them:

1. E-mail accounts (including internet access)

2. Library privileges

3. Listing in the University directory and mail service

4. Faculty discounts for computer software, recreational facilities, athletic events, and other performances and exhibitions

5. Continuation of parking privileges at faculty rates-subject to space limitations (in such case, the next best alternative space should be offered)

5. Auditing of graduate or undergraduate level courses, subject to the instructor's approval and relevant University policies and procedures

6. Access to health and dental insurance coverage at the faculty member's own expense according to University retiree policy

7. Participation in academic processions (graduations, convocations, etc.) in a position of honor

8. The right to represent the University (upon appointment by the president) at academic ceremonies of other institutions.

Subject to cost and availability, the DEPARTMENT NAME will provide the following privileges, services, and facilities as warranted by the nature of your continuing relationship with the university, and will be reviewed on a yearly or more frequent basis:

OPTIONAL: Add or remove items

1. Access to laboratories, computers, or comparable facilities requisite to the continued engagement in scholarly work or mutually agreed upon task whether on a contractual or volunteer basis

2. Access to mail and other routine office services (e.g. copying)

3. The privilege to submit proposals for sponsored research and to advise graduate students or postdoctoral research associates, subject to university rules and policies.

Please notify DEPARTMENT HEAD in writing, of the university services and academic services you desire to receive, no later than DATE.

On behalf of the COLLEGE, we express deep appreciation for the contributions you have made to the University of Minnesota during your tenure. We look forward to your continued contributions to the future of the College and wish you the best in your career transitions.

Sincerely,

DEAN NAME

Dean

cc: Personnel File

 University Personnel File

 DEPARTMENT HEAD, DEPARTMENT NAME

 DEPARTMENT ADMINISTRATOR, DEPARTMENT NAME

 NAME, Finance Director

 NAME, HR Director