Emeritus Process Checklist

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| Position Title |  |

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|  | **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.
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| **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.**  |  |