Retirement Memoir Guidelines

1. The retiree's titles must match the titles that appear in Wolverine Access (unless any of those titles are found to be in error).

2. Emeritus titles in general should match titles in the introductory paragraph unless a title does not carry over into emeritus status

3. The second paragraph must include degrees (type, date received, institution), history at the University (date hired, all job titles/promotions, and dates). All information must be verifiable from information available on official records. This includes the names and year of any awards received from the University or elsewhere.

4. Names of all awards, titles, degrees, and institutions must be checked and must be official (e.g., "The Ohio State University," NOT "Ohio State"; "The Johns Hopkins University," Not "Johns Hopkins") If in doubt, almost all of these things can be verified on the institution's website.

5. Capitalization, abbreviations, punctuations, etc., generally follow guidelines outlined in the Chicago Manual of Style. Titles are only capitalized if they refer to a specific person or the official name of an office or department, e.g.,

   - "Provost Sullivan attended the meeting."
   - "The provost and the vice president for research attended the meeting."
   - "She works in the provost's office."
   - "She is an administrative associate in the Office of the Provost and Executive Vice President for Academic Affairs."

6. The memoir must fit on one page in 12-point, Times New Roman font, with 1" borders.

7. Please include the name and phone number of the person who prepared the memoir in case there are any questions.

8. Please send the memoir draft as a MS Word document.

9. Please attach a copy of the C.V. and some form of termination documentation.