

To: Provost
Via: College
Via: School
From: Department
Date: xxxxxxxx
Re: 0% Research Professor Appointment John Doe

I am writing to request a 0% time appointment for Professor John Doe, effective Month/Day/Year. Professor Doe will retire in Month/Year.

Holding a 0% time appointment as Research Professor provides for a more dignified title than "Emeritus Professor," and in some cases is expected to have a very real positive benefit for the Department and the campus. In particular, several of these faculty are expecting to continue research programs and believe, with good reason, that the grant application title "Research Professor" will lead to a higher probability of funding than will "Emeritus Professor."

Please feel free to contact me if you have questions.