



TST EMERITUS APPOINTMENT NOTIFICATION FORM

This form is to be used to notify TST of an emeritus appointment. The TST Academic Council Policy on *Approved Categories of TST Teaching Staff* (April 2019) refers to the TST Board of Trustees Policy on TST Academic Appointments for the following definition:

	Description	Core Faculty	TST Approval	Graduate Status (Requires review by the Graduate Appointments Committee)	Maximum Approval Term
Emeritus Appointment	Retired faculty members who have previously held one of the following TST Teaching Categories at a TST Member Institution: Regular Tenure-Stream; Teaching Stream or Continuing Appointment* AND have been designated as Emeritus by their college.	No	Reviewed by TST Director	By Request	Up to 3 years; renewable upon further request

*Individuals who have had appointments under other TST Teaching Categories are not eligible for TST Emeritus appointments, but can be approved as CLT, Adjunct or Sessional appointments and can still be eligible for Emeritus graduate status.

An up-to-date Curriculum Vitae (using the [TST CV template](#)) must accompany the notification and is then required annually thereafter for the duration of the appointment. TST may request additional supporting documentation.

Section 1: Candidate Information

Surname:	Given name:
Appointment start date:	Appointment end date:
Is graduate status being requested? If yes, a graduate status request form is required. ☐ Yes ☐ No	
Note: Emeritus graduate status requires a previous status of Full or Associate Member at the time of retirement. An Emeritus member may fulfill any of the responsibilities of the level of appointment they held before retirement, except that any new thesis supervisions require the approval of the college and the GCTS Director.	

Section 2: Signatures

I confirm that this appointment adheres to the standards and requirements of the *Memorandum of Agreement between TST & UofT July 2014*, as set out in sections 27-33.

College:	Date:
Name of college official:	Signature of college official:
Date of review by TST Director:	Approved appointment end date:
Date reported to AC:	

Please forward the completed form along with the CV and other applicable documentation to the TST Registrar (tst.registrar@utoronto.ca).