

**MONTANA STATE UNIVERSITY  
COLLEGE OF NURSING**

**POLICY # E-7**

**TITLE:** RECOGNITION OF RETIREMENT

**POLICY:** The Faculty Development Committee (FDC) will facilitate recognition of faculty and staff who retire from the College of Nursing.

**RATIONALE:** The Recognition of Retirement policy serves as a guide in recognizing retiring faculty and staff for their service to the College of Nursing.

**PROCEDURE:**

1. The Dean will notify the Faculty Development Committee (FDC) of upcoming retirements.
2. FDC will plan a college-wide function in recognition of the retiree's service to the College of Nursing and the university. The retiree's input will be sought in planning the function. This function will usually be held in conjunction with the spring general faculty meeting.
3. Local campus recognition will be facilitated by the local FDC member.
4. A gift for the retiree will be purchased according to the [Gift Fund Procedure](#)

**Reviewed/Approved by:**

**Level I:** Faculty Development Committee (April, 2012)

**Level II:** Faculty President L. Henderson (April, 2012)