

**MONTANA STATE UNIVERSITY
COLLEGE OF NURSING**

POLICY # E-7: PROCEDURE

TITLE: RECOGNITION OF RETIREMENT

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](#)