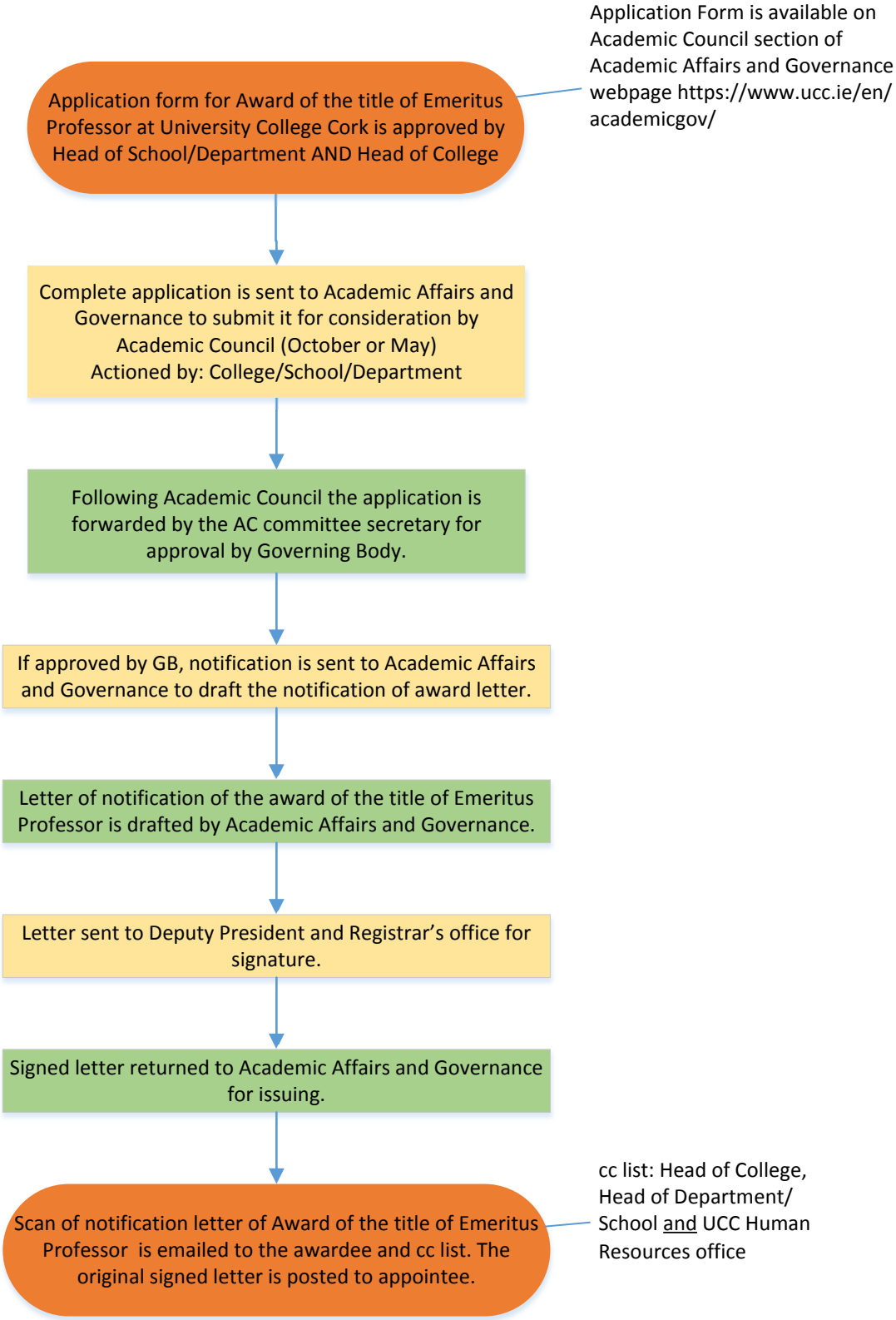Award of Emeritus Professor & notification letters - process flowchart