

RECOMMENDATION FOR EMERITUS FACULTY APPOINTMENT

Faculty member: _____
(as it appears on curriculum vitae)

Date of birth*: _____
*To certify attainment of **age of 60** and to establish e-mail account

Date of retirement: _____

Home Address: _____

E-mail: _____ **and/or telephone:** _____

Name of spouse or guest:** _____
**Requested for correspondence

Notification to Faculty Diversity Officer:

Please notify the Faculty Diversity Office when a faculty member retires, using form #5, Notification of Faculty Termination, which can be found at <http://www.case.edu/diversity/faculty/aaforms.html>.

Attachments:

- Dean's letter
- Vote of appropriate committee on appointments, in accordance with faculty bylaws
- Department chair's letter (if school is organized into departments)
- Department faculty's vote
- Faculty member's request for consideration of appointment
- Candidate's curriculum vitae. **CV must include complete, accurate history of faculty appointments**

Refer to Faculty Handbook – Chapter 3, Part II, Article VI, describes standards for emeritus appointment (see page 2 of 2).

For provost's office use:

Deputy Provost Approval Date

President Approval Date

Board of Trustees meeting: _____ Office of emeriti affairs: _____
Date Date

From the Faculty Handbook Chapter 3 (revised 2014)

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VI. Emeritus Appointment

Emeritus appointment is bestowed as an honor upon retired full-time faculty in recognition of meritorious service to Case Western Reserve University. The process for appointment to Emeritus status requires a recommendation, either positive or negative, by departmental faculty eligible to vote, the department chair, the designated constituent faculty appointment, promotion and tenure committee, the dean, and the provost, to the president of the University. The president will make the final decision to forward candidates for conferral of Emeritus status by the University Board of Trustees. The privilege of emeritus appointment implies a collegial relationship between the awardee and the University to the mutual benefit of both. It is expected that candidates for emeritus appointment will meet the following conditions:

- Consent of the faculty member;
- Meritorious contributions to the school and to the University;
- Service of at least ten years as a full-time faculty member;
- Minimum retirement age of 60. In exceptional cases, a faculty member who retires early because of disability may be considered for emeritus appointment at an earlier age, provided that the other conditions have been met.
- Retirement from full-time active service at Case Western Reserve University.

If a faculty member resigns and immediately accepts a full-time academic position at another university, the emeritus appointment would not be made. At the point, however, where full-time affiliation at another university ceases and the faculty member wishes to retain Case Western Reserve as a major part of his or her academic identity, an emeritus appointment may be considered pursuant to the procedure described above.

A faculty member may not be promoted at the time of emeritus appointment. Emeritus appointment is not accorded to part-time faculty members. This restriction shall not apply to someone who has chosen a modified (50% or greater) appointment after satisfying the ten-year service requirement. Clinical faculty in the School of Medicine, however, are eligible to be considered for emeritus status.

Once awarded, an emeritus appointment is for life and may not be withdrawn. In addition to the privileges associated with retirement, CWRU emeritus faculty are generally awarded other perquisites, some of which include free parking when space is available, personal tuition waiver privileges, the use of CWRU libraries and some other facilities, listing in the university directory, being invited to various faculty functions, the same access to IT support and software as that afforded to regular full-time faculty, etc. Office space may be provided depending on the needs of the department or school.