

EMERITUS FACULTY APPOINTMENT CHECKLIST

(For more details please see the Faculty Handbook, Chapter 3, Part 2, VI. Emeritus Appointment, (page 111))

All materials should be submitted via Interfolio to Faculty Affairs. Please visit <https://case.edu/medicine/faculty-and-staff/office-faculty/faculty-affairs/interfolio> for instructions on how to obtain access to Interfolio or instructions on how to submit materials. If you have questions regarding Interfolio, please email SOMInterfolioSupport@case.edu.

Candidate Requirements in Interfolio:

- Curriculum Vitae
- Emeritus appointment request
 - Addressed to your department chair, this request should detail your meritorious contributions to the department, the School of Medicine, and your field. Please also indicate any future plans for continued engagement with the department, School of Medicine, or University.

Department Requirements in Interfolio:

- Nominating letter from the department chair addressed to the Dean
 - Outlines meritorious contributions to the department, School of Medicine, and the field.
- Department CAPT vote that recommends making the appointment indicates the date of the recommendation, and the number voting for and against.