

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 (CV)
- Request for Emeritus appointment: letter addressed to your Department Chair. We recommend that the letter addresses the following:
 - Past Contributions: outline your significant contributions to the department and the School of Medicine throughout your career.
 - Professional Impact: describe your professional identity and impact of your work within your specific field.
 - Future Involvement (if any): detail your plans for continued engagement and involvement with the department, School of Medicine, or University as an Emeritus faculty member.

Department Requirements in Interfolio:

- Nominating letter: letter from the department chair addressed to the Dean, outlining the candidate's meritorious contributions to the department, School of Medicine, and the field.
- Department CAPT vote documentation: record of the department's CAPT vote recommending the appointment. This document must include:
 - The date of the recommendation.
 - The total number of votes for and against the recommendation.