

**Recommendation for
EMERITUS APPOINTMENT**
Case Western Reserve University School of Medicine
All materials to: Office of Faculty Affairs and Human Resources
School of Medicine, W171, location code 4915
Fax: 216/368-3013

MS Word Export To Multiple PDF Files Software - Please purchase license.Candidate:

Name as it appears on curriculum vitae including degree(s)

Date of birth: _____ Date of retirement: _____

Home address: _____

Name of spouse or guest: _____
for invitation to recognition event

Notification to Faculty Diversity Office – the department must notify the Faculty Diversity Officer of the retirement. (See <http://www.cwru.edu/president/aaction/forms/newform5.pdf>)

Application Check List
(see **Faculty Appointments, Promotions and Tenure Procedures Manual** for more detail)
<http://casemed.case.edu/facultyaffairs/>

- Dean's nominating letter
- Department chair's nominating letter
- Faculty member's letter of concurrence or faculty member's letter of request
- Recommendation from the appropriate committee on appointments, promotions and tenure, in accordance with faculty bylaws
- Candidate's curriculum vitae and **bibliography (the cv must be up to date and must include a complete and accurate history of faculty appointment)**

Refer to Faculty handbook section VI for a description of the
standards for emeritus appointment

Provost: _____

President _____

Board of Trustees: _____ Office of emeriti affairs: _____

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