

EMERITUS APPOINTMENT CHECKLIST

Case Western Reserve University School of Medicine

Submit all materials to: somFacultyApptMaterials@case.edu

Forms, templates, and more detail: <http://casemed.case.edu/facultyaffairs/>

Candidate: _____
name as it appears on curriculum vitae (including degree(s)) and as it will appear on emeritus appointment resolution, if approved

Rank: Professor Associate Prof Assistant Prof
 Clinical Professor Clinical Assoc. Prof Clinical Asst. Prof

Date of birth: _____ **Date of retirement:** _____

Home address: _____

Email address _____ **Home/Cell phone #:** _____

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

Application Check List

(see **Faculty Appointments, Promotions and Tenure Procedures Manual** for more detail)

<http://casemed.case.edu/facultyaffairs/>

Refer to Faculty handbook Chapter 3: Part II, Article VI for a description of the standards for emeritus appointment

- Dean’s nominating letter (FAHR will acquire)
- 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)**

For emeritus/a appointments to be made effective July 1, the deadline for submission is February 28; for emeritus/a appointments to be effective January 1 the deadline for submission is September 30.

For Provost Office Use Only	
Provost:	_____
President	_____
Board of Trustees:	_____
Office of emeriti affairs:	_____