

EMERITUS APPLICATION INSTRUCTIONS & CWRU PARKING INFORMATION

Request for your primary Cleveland Clinic Lerner College of Medicine faculty appointment be changed to an Emeritus appointment

~Application documents are due to Dineen by February 1st or September 1st of each year~

~ Emeritus appointments are lifetime appointments ~

Questions: Dineen A. Lancaster at 216.442.5627 or facultyaffairsCCLCM@ccf.org

Information on an Emeritus Appointment*

Please read the full information below from the CWRU Faculty Handbook, Emeritus Appointment information.

- It means you are “retiring from full-time academic work” and *only applies to CCLCM of CWRU (not CC)*
- Can only be given in your Primary Department and all other appointments with CCLCM are dropped
- Can also be given to dean titles within CCLCM administration
- Allows retired faculty to keep their current appointment, either regular track (full-time) or clinical (part-time)
 - Note, adjunct ranks can never move to Emeritus status
- It is a lifetime appointment (no more reappointment letters) and offers some CWRU benefits
- It should not be confused with emeritus status offered by CC OPISA

Qualifications to Receive an Emeritus Appointment*

To qualify you must meet the following requirements:

- Hold appointment of assistant professor, associate professor, or professor or these levels with clinical in front
- Have at least 10 years of service with CCLCM
- Have made meritorious contributions to CCLCM and CWRU
- Be a minimum age of 60 years to apply (see handbook for disability provision)

Emeritus Application Procedure

There is no online application to complete for Emeritus appointments. All you need to do is to email the below documents to facultyaffairsCCLCM@ccf.org, and the rest will be taken care of by CCLCM Faculty Affairs office.

- Please email your application documents as soon as possible after you decide to retire from Cleveland Clinic
- Emeritus applications can *take up to 6+ months for approval, CWRU votes on them every March and October*
- Once approved by CWRU, it takes effect either January 1 or July 1 and you will be notified via email by CCLCM

Documents Needed

1. **Copy of your email requesting Emeritus status and a nomination letter, sent to the following:**
 - i. **Your Department or Institute Chair**
 - ii. **Copy in Dineen A. Lancaster, BA, Faculty Affairs Manager**
2. **Completed CWRU cover request sheet, please list your personal email address on it (see below)**
3. **Copy of the nomination letter that your Department or Institute Chair will write and give to you**
 - i. **Address letter to: Gene H. Barnett, MD, MBA, Associate Dean for Faculty Affairs**
 - ii. **No need to send the letter or email to Dr. Barnett**
4. **Updated CV with CC retirement date; in any format**

Sample email for you to send to your Department Chair:

Dear Dr. _____, (current Department Chair)

I have been a _____ (put current academic appointment) with the department of _____ (put current CCLCM department) at CCLCM since _____ (put date you started with CCLCM) and have enjoyed working

with trainees for over 10 years. I retired from Cleveland Clinic on _____ (put retirement date) and will continue to teach CCLCM students in the future. I wish to apply for Emeritus status so I can retain my current faculty appointment. I meet all the CWRU requirements to apply for an Emeritus appointment.

I would appreciate a nomination letter from you to support my request for Emeritus. The signed and dated nomination letter on letterhead should be addressed to Dr. Gene H. Barnett, Associate Dean of Faculty Affairs, but sent back to me so I can include it in my application packet. There is no need to mail a copy to Dr. Barnett.

If you have any questions, please contact Dineen A. Lancaster in CCLCM Faculty Affairs at 216.442.5627.

Best regards,
Your Name

Email all documents, PDF preferable, to facultyaffairsCCLCM@ccf.org.

Double click on the below CWRU Emeritus Appointment Checklist, and it will open into a PDF form you can fill out electronically. Please list your personal email address on the form and send it back to Dineen.

EMERITUS APPOINTMENT CHECKLIST	
Case Western Reserve University School of Medicine	
All materials to: Office of Faculty Affairs and Human Resources (FAHR)	
School of Medicine, W171, location code 4915	
Phone: 216/368-3870 Fax: 216/368-3013	
<hr/>	
Candidate:	_____
	Name as it appears on curriculum vitae including degree(s)
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/	
Dean's nominating letter (FAHR will acquire)	
<input type="checkbox"/>	Department chair's nominating letter
<input type="checkbox"/>	Faculty member's letter of concurrence or faculty member's letter of request
<input type="checkbox"/>	Recommendation from the appropriate committee on appointments, promotions and tenure, in accordance with faculty bylaws
<input type="checkbox"/>	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 Chapter 3: Part II, Article VI for a description of the standards for emeritus appointment	
For Provost Office Use Only	
Provost:	_____
President:	_____
Board of Trustees:	_____
Office of emeriti affairs:	_____
1/30/15	

Note: Some of the below information only applies to former CWRU employees, not Cleveland Clinic employees with non-tenured appointments through CCCLCM.

***CWRU Faculty Handbook Information (page 106)**

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. Faculty members who retire (without emeritus status), take a position elsewhere or are otherwise separated from the university, may establish forwarding of their CWRU enterprise email messages to a personal email account.

Certain key university administrators may be recommended for emeritus appointment by the president to the Board of Trustees.

**approved by the Board of Trustees 9/22/87; approved by the Faculty Senate 3/25/09; approved by the Faculty Senate 2/22/12; approved by the Faculty Senate 10/15/14; approved by the Board of Trustees 11/18/14*

CWRU EMERITUS PARKING INFORMATION

Emeritus ID Card

New and existing Emeriti may exchange their current ID card for an Emeritus card at Access Services, Lower Level. [Office hours](#) are 9:00 am - 4:00 pm Monday through Friday. You must show as Emeritus in the CWRU Directory before an Emeritus ID card can be issued. If you are not sure if you are officially Emeritus, please contact the [Provost Office](#) at provost@case.edu or [216.368.4389](tel:216.368.4389).

Your new ID card will only grant you access to default areas and your parking areas (see below). If any additional access is needed, it must be requested by your department. For questions on who to contact for your area, please email Access Services at access@case.edu or call 216-368-2273 during regular business hours.

Emeritus Parking

To obtain your emeritus parking permit, you must complete a parking application that includes your vehicle information (license plate number, make, model, year, color, etc.). If you currently hold a parking permit, you must return it before we can issue the emeritus hang tag.

Please read the following information carefully.

1. Emeritus parking privileges are offered to those who have been granted emeritus status by Case Western Reserve University. They are not extended to spouses or relatives and remain in effect only for the lifetime of the person to whom the emeritus parking hang tag is issued.
2. Only one hang tag is issued. If the tag is misplaced or lost, please contact Access Services for instructions on how to replace your items. A replacement fee for both the hang tag and access card will apply.

Emeritus Parking Lots

There are several parking lots available for Emeritus. Each lot is listed below under the type of access it requires:

- White/Grey Gate Card
 - Lots 29 (Campus Center Garage) & Lot 53 (Veale Garage)
- CWRU ID Card
 - Lot 1A (MLK North, outside of Wickenden, Glennan, Olin, etc.)
 - Lot 46 (NRV Garage on E118), & Lot 55 (Health Science Garage **LOWER LEVEL PERMIT SECTION ONLY**)
- Drive-on Lots (no access needed)
 - Lots 44 (Murray Hill and Adelbert) & 47 (Art Studio off Adelbert)

Prohibited Parking Lots

Due to size/available spaces in certain parking areas, ***parking is prohibited for Emeritus in the following lots*** on campus:

- Lot 7 (outside of Think[box])
- Lot 13 (outside Adelbert Hall and Millis)
- Lot 33 (behind the Church of the Covenant)
- Lot 51 (Allen Memorial Library)
- Lot 52 (MSASS Garage)
- Lot 52A (near The Den)
- Lot 52B (outside MSASS)
- Lot 55 (upper level, visitors section)

An emeritus hangtag ***does not*** allow you to park in visitor or meter lots or in areas designated for Facilities and Service Vehicles.

If you have any questions, contact [Access Services](#).