

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

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)
- 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 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: _____