

<b>Instructions Regarding</b>	<b>Request for CCLCM of CWRU SOM Emeritus Appointment</b>
<b>Approval Timeline</b>	4 – 9 months for CWRU approval
<b>Date</b>	February 18, 2025
<b>Questions Contact</b>	<a href="mailto:FacultyAffairsCCLCM@ccf.org">FacultyAffairsCCLCM@ccf.org</a>

*Cleveland Clinic Lerner College of Medicine (CCLCM) of Case Western Reserve University School of Medicine (CWRU SOM) appointments are in the non-tenure track and terminate simultaneously with ANY type of departure from Cleveland Clinic Foundation and/or affiliates.*

### General Information

- **Emeritus Overview**
  - The term "emeritus" refers to individuals who are retiring from full-time academic work and have met specific requirements. **It should NOT be confused with the Emeritus Staff title granted by Cleveland Clinic OPSA after retirement.**
    - Receiving an emeritus appointment does NOT affect your ability to continue to teach and work with medical students.
  - An emeritus appointment is a lifetime appointment that offers certain benefits from CWRU and eliminates the need to sign the CWRU annual reappointment form through the Faculty Information System (FIS).
  - Years of Service does **NOT** automatically make you eligible for an Emeritus appointment. You must demonstrate meritorious contributions to CCLCM of CWRU SOM and/or CWRU.
    - See the full list of Requirements on Page 2.
- **Application Process**
  - An Emeritus application should be initiated before retirement or soon thereafter if you have met the qualifications and wish to avoid signing the CWRU annual reappointment forms. Otherwise, after retirement, your faculty appointment will be inactivated.
  - An emeritus appointment can only be granted with your primary CCLCM academic department; any other appointments at CCLCM or CWRU will be forfeited.
  - Emeritus cannot be granted for dean or director titles within CCLCM administration.
- **Rank Eligibility**
  - Emeritus allows faculty who have met the specific requirements to retain their current faculty appointment if they hold one of the approved ranks.
  - ONLY these approved ranks that can apply for emeritus:
    - Professor, Associate Professor, Assistant Professor, Clinical Professor, Clinical Associate Professor, and Clinical Assistant Professor.
  - Unfortunately, the following ranks cannot apply for emeritus:
    - Senior Instructor, Instructor, Clinical/Adjunct Senior Instructor, Clinical/Adjunct Instructor, or any rank with a Visiting or Temporary prefix.
    - Time in these ranks does not count toward the minimum years required to apply for emeritus.
- **Approval Process**
  - Applications are reviewed by the CWRU Board of Trustees twice a year, in December and June, and become **effective either on January 1 or July 1.**
  - **After approval from CWRU, you will receive a notification via email.**

## Requirements to Receive a CCLCM of CWRU SOM Emeritus Appointment

- **Rank**
  - Candidates should currently hold the rank of Assistant Professor, Associate Professor, Professor, or any of these ranks with a clinical prefix.
  - Note that ranks with an "Adjunct" part-time prefix, Visiting, or Temporary are ineligible for Emeritus status, as specified in the [CWRU Faculty Handbook](#) (page 111).
  
- **Meritorious Service**
  - Candidates **MUST** have demonstrated meritorious service in one or more areas of academic activity (such as research, teaching, or professional service) within the Cleveland Clinic Lerner College of Medicine (CCLCM) of CWRU SOM, CWRU, or impact on your specialty that was credited to CCLCM or CWRU during your faculty appointment.
  
- **Years of Service**
  - A minimum of 10 years of service is required with CCLCM, CWRU, or a combination of qualified faculty appointments through a CWRU affiliate.
  - Please note that this excludes time served as a Senior Instructor, Instructor, Clinical Senior Instructor, Clinical Instructor, all Adjunct ranks, and positions with Visiting or Temporary prefixes.
  - If you have retired but continue to work as a contract or consultant staff, your years in this role will count towards the minimum 10-year requirement.
  
- **Age**
  - Applicants **must** be at least 60 years old to qualify.
  - See the [CWRU Faculty Handbook](#) for provisions regarding disability.
  
- **Employment Status**
  - **Still Employed with Cleveland Clinic**
    - If you are still employed with Cleveland Clinic but meet the specific requirements, you can apply for emeritus now rather than wait for Cleveland Clinic retirement.
    - You can still teach and maintain involvement with CCLCM and CWRU.
    - Receiving an emeritus appointment relieves you of the requirement to sign the CWRU annual reappointment form through the Faculty Information System (FIS).
  - **Retiring from Cleveland Clinic**
    - If you retire, you can apply for emeritus right before or immediately after retiring.
    - You can still teach and maintain involvement with CCLCM and CWRU as a contract or consultant staff member.
  - **Accepting a Full-Time Position at Another University**
    - If you retire or leave Cleveland Clinic and accept a full-time academic position at another university, you are **not** eligible to apply for emeritus.
    - However, if your full-time position at the other university ends, you may apply for CCLCM emeritus at that time, provided you wish to have CCLCM of CWRU SOM as your final affiliation.

## Documents Required for Application

Send **ONE** email to [CCLCM Faculty Affairs](#) with document #1 attached as a Word document, #2-4 attached as separate PDFs, and a statement saying you completed #5.

### 1. Highlighted Updated CV

An up-to-date copy of your CV (Word document in any format) with the following items highlighted:

- Cleveland Clinic position: include start date and retirement date if applicable
- CCLCM of CWRU SOM faculty rank: include [start date-present].
  - Do not put an end date.
- All faculty appointments you had with CWRU affiliates; include [start date-end date].
- Your CCLCM of CWRU SOM and/or CWRU meritorious contributions that are required and that you mentioned in your chair email (see #3 below):
  - Teaching/accessing contributions to students.
  - Professional service contributions that brought recognition to CWRU.
  - Research contributions that brought recognition to CWRU.
  - Any other CWRU-related contributions.
- Do **NOT** include or remove the following:
  - Your picture, place or time of birth, nationality, social security number, marital status, children, or hobbies/outside interests.

### 2. Cleveland Clinic Department Chair Letter Request

To aid your Department Chair in supporting your emeritus request, you will need to update the document below to include your information and meritorious contributions to CWRU. (*Double-click on the Microsoft Word document below, update it, and save it to your computer*).



Emeritus; My  
Meritorious Contrib

Once updated, copy and paste it into an email to your Department Chair requesting approval of your emeritus appointment and:

- **Attach your highlighted CV from Step 1.**
- Do **NOT** copy CCLCM Faculty Affairs or Dean Gerson in this email!

### 3. Cleveland Clinic Department Chair Approval Letter

A copy/PDF of the nomination letter from your Department Chair in support of your Emeritus faculty appointment showcasing your CCLCM of CWRU SOM and/or CWRU meritorious contributions.

### 4. Completed “CWRU Emeritus Appointment Checklist” Form

A copy/PDF of the below CWRU Checklist (double-click on the below PDF and save it to your computer).



CWRU Emeritus  
Appointment Check

If you can't open the above form, email the following information with your documents:

- First Name, Middle Initial, Last Name, and Credentials
- Current CCLCM rank
- Natal Date (MM/DD/YYYY)

- Home Address (Street, City, State, Zip Code)
- Personal Email Address (not ccf.org or CWRU)
- Home Phone #
- Cell Phone #
- Name of Spouse or Guest (for invitation to recognition event)

5. **Completed “CCLCM Contact Information” Form**

Since you were appointed, additional fields have been added to our online application system for LCME accreditation. Provide the required information by filling out the following form (Ctrl + click to use this link): [CCLCM Faculty Application Contact Information Form](#).

When emailing [CCLCM Faculty Affairs](#) with all your documents, include the following statement to inform us you have completed this step:

***I have completed the “CCLCM Contact Information” Form.***

**CCLCM Faculty Affairs Provides**

- ✓ **CCLCM of CWRU SOM Associate Dean for Faculty Affairs Nomination Letter**  
A copy of a letter stating that Dr. Gene Barnett, CCLCM of CWRU SOM Associate Dean for Faculty Affairs, approves your Emeritus request.
- ✓ **Vote from CCLCM of CWRU SOM Committee on Appointments and Promotions (CAP)**  
A copy of the vote memo approving your Emeritus request.

**CWRU Emeritus Information**

- ✓ [CWRU Faculty Handbook](#) – refer to pages 111 to 112 for additional information on Emeritus.
- ✓ CWRU Parking Information – refer to the information on the following page.

## 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](mailto: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](mailto:access@case.edu) or call 216-368-2273 during regular business hours.

### Emeritus Parking Hangtag

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 hangtag.

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 hangtag is issued.
2. Only one hangtag 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 hangtag 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)

### Emeritus 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 areas designated for Facilities and Service Vehicles.

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