

<b>Instructions Regarding</b>	<b>Request for CCLCM Emeritus Appointment</b>
<b>Approval Timeline</b>	2 - 6 months for CWRU approval
<b>Date</b>	December 10, 2021
<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 (CWRU) School of Medicine appointments are in the non-tenure track and terminate simultaneously with any type of departure from Cleveland Clinic and/or affiliates.*

### General Information

- *Should be started before you retire or soon afterward – otherwise your appointment will terminate.*
- Please read the below information in full from the CWRU Faculty Handbook on Emeritus.\*
- 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 forfeited.
  - Cannot be given to dean or director titles within CCLCM administration
- Allows retired faculty to keep their current appointment, either regular track (full-time) or clinical (part-time)
  - Professor, Associate Professor, Assistant Professor, Clinical Professor, Clinical Associate Professor, and Clinical Assistant Professor
  - Cannot be given to any ranks with an “adjunct” part-time prefix
- It is a lifetime appointment (no more reappointment letters) and offers some CWRU benefits.
- It should not be confused with emeritus status provided by Cleveland Clinic OPSA for staff members.
- Applications are voted on by the CWRU Board of Trustees twice a year in December and June and become effective either January 1 or July 1.
- **After CWRU approval you will be notified via email.**

### Qualifications to Receive an Emeritus Appointment

- Hold appointment of assistant professor, associate professor, or professor or these levels with a clinical prefix
  - Ranks with an “adjunct” part-time prefix can never apply for emeritus per CWRU Handbook
- Have at least 10 years of service with CCLCM
  - Ranks with an “adjunct” prefix cannot be used or combined to reach the 10-year service mark
- Have made meritorious contributions to CCLCM and CWRU
- Be a minimum age of 60 years to apply (see handbook for disability provision)

**Candidate must provide these items to [FacultyAffairsCCLCM@ccf.org](mailto:FacultyAffairsCCLCM@ccf.org) in one email**

**1. Copy of your email requesting emeritus status** –a copy/PDF of the email you sent to your Department Chair.

Example:

Dear Dr. \_\_\_\_\_, (current Department Chair)

I have enjoyed working with all types of trainees for over 10 years and wish to retain my current CCLCM faculty appointment. I meet all the CWRU requirements to apply for a CCLCM Emeritus appointment. My current information is:

- **Associate Professor of Molecular Medicine** (put current academic rank and department)
- **Started 09/2010** (put start date of your faculty appointment)
- **Retiring 12/31/2021** (put retirement date from Cleveland Clinic)

I would appreciate a nomination email from you to support my request for Emeritus. The email should be addressed to Dr. Gene H. Barnett, Associate Dean of Faculty Affairs, but sent back to me as I need to include it in my application packet.

*Your email can be brief and there is no need to send a copy to Dr. Barnett. If you have any questions, please contact [CCLCM Faculty Affairs](#).*

Best regards,  
Your Name

**2. A copy of your Chair Nomination email** –a copy/PDF of the email from the Department Chair nominating and supporting your application for Emeritus.

**3. Completed Emeritus Appointment Checklist** –a copy/PDF of the below CWRU Checklist, or if you can't open the document, send this information:

- Date of Birth
- Home Address
- Personal Email Address (not ccf.org)
- Home Phone #
- Cell Phone #
- Name of Spouse or Guest (for invitation to recognition event)



EmeritusAppointmentChecklist.pdf

**4. CV** –an up-to-date copy of your CV (Word document in any format). Make sure your Cleveland Clinic retirement date and CCLCM appointment rank with date are listed.

#### **CCLCM Faculty Affairs will provide**

- ✓ **Recommendation of the CCLCM Associate Dean of Faculty Affairs** –a copy of a letter stating that Dr. Gene Barnett approves your request along with a CAP vote memo.

#### **CWRU Emeritus Information**

On the next two pages you will find the CWRU Faculty Handbook information on Emeritus as well as CWRU parking information. Thank you!

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

**\*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, 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. 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](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 campus lots:***

- 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](#).