RECOMMENDATION FOR EMERITUS APPOINTMENT

Refer to Faculty Handbook, Section VI, for a description of the standards for emeritus appointment

A. Candidate: _____
Name as it appears on curriculum vitae Degree(s)

*Candidate's date of birth: _____ date of retirement: _____

Home address: _____

_____

Telephone and/or e-mail: _____

**Name of spouse or guest: _____

B. Notification to Faculty Diversity Officer

Please note that notice of the retirement should be reported to the Faculty Diversity Officer. (see form at http://www.cwru.edu/president/aaction/forms/newform5.pdf)

C. Attachments:

☐ Dean's nominating letter

☐ Department chair's letter (if school is organized into departments)

☐ Faculty member's concurrence or 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 appointments.)

* Required to establish e-mail account and to certify attainment of age requirement

** Requested for invitation to recognition event

Provost: _____

President: _____

Board of Trustees: _____ Office of Emeriti Affairs: _____