

Case Western Reserve University
College of Arts and Sciences

**Supplemental Instructions 2008-09
EMERITUS APPOINTMENT**

University policies for retirement or an emeritus appointment are presented in the Faculty Handbook, Chapter 3 (<http://www.case.edu/president/facsen/frames/handbook/CASEFH2006.pdf>). Please review that information carefully. These instructions are supplemental to those policies; please read this document carefully as well. All forms, policies, guidelines, samples, etc. mentioned herein are available on the college's web site (<http://www.case.edu/artsci/forms/>).

A department chair is to notify the dean and the Faculty Diversity Officer of any faculty retirement or resignation as soon as he or she receives this information. Appointment to emeritus status is not automatic upon retirement. It requires consideration and action by the department, the college's Committee on Appointments, the dean, the president, and the Board of Trustees. The college has adopted the practice of allowing all voting members of a departmental faculty (as defined in the By-laws of the College of Arts and Sciences, Section 4) the opportunity to vote on a recommendation for an emeritus appointment. A positive recommendation shall represent a majority of the votes cast. Faculty considering retirement who are participating in ongoing research grants should contact the Office of Research Administration.

As stated in the Faculty Handbook, "it is expected that candidates for emeritus appointment will meet the following conditions:

- Meritorious contributions to the school and to the university.
- Continuous service of as 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 affiliation at another university ceases and the faculty member wishes to retain Case Western Reserve University as his or her primary academic identity, an emeritus appointment may be considered on initiation by the candidate's former department, provided that the other conditions have been met...."

A recommendation for emeritus appointment should be submitted in electronic format to the dean and must include:

- a completed form "Recommendation for Emeritus Appointment"
- a letter from the faculty member stating an intention to retire, including an effective date of retirement;
- a statement from the department chair justifying the department's recommendation for the emeritus appointment, indicating support of the department faculty and chair, and listing the significant accomplishments and contributions of the faculty member (a faculty vote is required and should be documented in the departmental statement); and
- an up-to-date curriculum vitae.