

**Supplemental Instructions**  
**EMERITUS FACULTY APPOINTMENT**  
**2021-22**

University policies for an emeritus appointment are presented in the Faculty Handbook, Chapter 3 ( <https://case.edu/facultysenate/> ). 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 Forms and Documents web page ( <https://artsci.case.edu/forms/> ).

A faculty member may retire at any time. Once this decision has been made, the faculty member should inform his/her department chair, in writing, at the earliest possible date and provide a date for the retirement. If the retiring faculty member is participating in ongoing research grants, he/she also should contact the Office of Research Administration. A department chair is to notify the dean and the Faculty Diversity Office of any faculty retirement as soon as he/she receives this information. The university Board of Trustees considers requests for emeritus requests periodically with a possible effective date of either January 1 or July 1.

The process for an emeritus appointment begins with a written request or consent from the retiring faculty member and a current and comprehensive CV which is to be given to the department chair. Several levels of review/approval are required: the department, the college's Committee on Appointments, the dean, the provost, the president, and the Board of Trustees. If the decision to retire is made so that the department cannot file the paperwork on the schedule shown below, it is possible there will not be sufficient time for the emeritus appointment to be completed in which case the retiring faculty member may experience a gap in his/her eventual emeritus status and associated benefits.

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 faculty appointment.

Submit to the dean's office a completed cover sheet and other required documents (noted on the cover sheet) in electronic format according to the following schedule:

**March 1 – for emeritus appointment to begin July 1**  
**October 1 – for emeritus appointment to begin January 1**