

Case Western Reserve University
College of Arts and Sciences

Supplemental Instructions
EMERITUS FACULTY APPOINTMENT
2017-18

University policies for an emeritus appointment are presented in the Faculty Handbook, Chapter 3 (<http://www.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 web site (<http://artsci.case.edu/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. A faculty member considering retirement who is participating in ongoing research grants should contact the Office of Research Administration.

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 provost, 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 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