

RECOMMENDATION FOR EMERITUS FACULTY APPOINTMENT

Faculty member: _____
(as it appears on curriculum vitae)

Date of birth*: _____
*To certify attainment of **age of 60** and to establish e-mail account

Date of retirement: _____

Home Address: _____

E-mail: _____ and/or telephone: _____

Name of spouse or guest**: _____
**Requested for correspondence

Notification to Faculty Diversity Officer:

Please notify the Faculty Diversity Office when a faculty member retires, using form #5, Notification of Faculty Termination, which can be found at <http://www.case.edu/diversity/faculty/aaforms.html>.

Attachments:

Dean's letter

Vote of appropriate committee on appointments, in accordance with faculty bylaws

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

Department faculty's vote

Faculty member's request/consent for consideration of appointment

Candidate's curriculum vitae. **CV must include complete, accurate history of faculty appointments**

Refer to Faculty Handbook – Chapter 3, Part II, Article VI, describes standards for emeritus appointment (see page 2 of 2).

For provost's office use:

Deputy Provost Approval Date

President Approval Date

Board of Trustees meeting: _____ Office of emeriti affairs: _____
Date Date