

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 Office for Inclusion, Diversity, and Equal Opportunity when a faculty member retires, using form #5, Notification of Faculty Termination, <https://case.edu/diversity/office-for-faculty-diversity/faculty-search-process/forms-and-downloads>

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

See following page for Faculty Handbook description of emeritus appointment.

For provost's office use:

Deputy Provost Approval Date

President Approval Date

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