University policies for an emeritus appointment are presented in the Faculty Handbook, Chapter 3 (http://www.case.edu/president/facsen/frames/handbook/index.htm). 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. 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. Faculty members considering retirement who are participating in ongoing research grants should contact the Office of Research Administration.

Please refer to the following page for appointment instructions and requirements. Submit a cover sheet and other required documents 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
RECOMMENDATION FOR EMERITUS FACULTY APPOINTMENT
(Revised 02/15)

From the Faculty Handbook Chapter 3 (revised 2014)

VI. Emeritus Appointment

Emeritus appointment is bestowed as an honor upon retired full-time faculty in recognition of meritorious service to Case Western Reserve University. The process for appointment to Emeritus status requires a recommendation, either positive or negative, by departmental faculty eligible to vote, the department chair, the designated constituent faculty appointment, promotion and tenure committee, the dean, and the provost, to the president of the University. The president will make the final decision to forward candidates for conferral of Emeritus status by the University Board of Trustees. The privilege of emeritus appointment implies a collegial relationship between the awardee and the University to the mutual benefit of both. It is expected that candidates for emeritus appointment will meet the following conditions:

- Consent of the faculty member;
- Meritorious contributions to the school and to the University;
- Service of at 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 full-time affiliation at another university ceases and the faculty member wishes to retain Case Western Reserve as a major part of his or her academic identity, an emeritus appointment may be considered pursuant to the procedure described above.

A faculty member may not be promoted at the time of emeritus appointment. Emeritus appointment is not accorded to part-time faculty members. This restriction shall not apply to someone who has chosen a modified (50% or greater) appointment after satisfying the ten-year service requirement. Clinical faculty in the School of Medicine, however, are eligible to be considered for emeritus status.

Once awarded, an emeritus appointment is for life and may not be withdrawn. In addition to the privileges associated with retirement, CWRU emeritus faculty are generally awarded other perquisites, some of which include free parking when space is available, personal tuition waiver privileges, the use of CWRU libraries and some other facilities, listing in the university directory, being invited to various faculty functions, the same access to IT support and software as that afforded to regular full-time faculty, etc. Office space may be provided depending on the needs of the department or school.