



Office of the Provost  
10900 Euclid Avenue  
Cleveland, Ohio 44106-7001

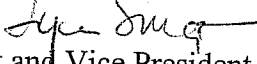
Visitors and Deliveries  
Adelbert Hall, Room 216

Phone 216.368.4344  
Fax 216.368.4325

[www.case.edu](http://www.case.edu)

MEMORANDUM

To: Deans of the Constituent Faculties  
Cyrus C. Taylor, Arts and Sciences  
Jerold S. Goldberg, Dental Medicine  
Norman C. Tien, Engineering  
Robert Rawson, Interim Dean, Law  
Mohan Reddy, Management  
Pamela B. Davis, Medicine  
May L. Wykle, Nursing  
Grover C. Gilmore, Applied Social Sciences

From: Lynn T. Singer   
Deputy Provost and Vice President for Academic Programs

Date: September 16, 2009

Re: Nominations for appointment to emeritus status

The memo is to remind you of the suggested submission schedule for recommending retiring faculty for appointment to emeritus status. Nominations are due my office the first business day in **April** for faculty who plan to retire at the end of the academic year. Nominations are due the first business day in **November** for faculty who plan to retire at the end of the fall semester. Recommendations should be submitted on the suggested timetable, although they may be accepted at other times if necessary to accommodate an unanticipated retirement. Such recommendations will be submitted to the board of trustees for final approval as soon as practical after they are received.

The qualifications for emeritus appointments are described in the Faculty Handbook, section VI, and the supporting materials for recommending emeritus appointment are listed on the enclosed checklist. Please call or e-mail Lois Langell (phone 368 4342 or [lois.langell@case.edu](mailto:lois.langell@case.edu)) if you have questions.

Enclosure

C: Deans' assistants