

## NIH Office of Intramural Research (OIR)

### Clinician Emeritus

#### *Appointment Checklist*

#### *Documentation Required for Medical Executive Committee Recommendation*

**Appointee's Name:**

**Current Position:**

**Institute or Center (IC):**

**Lab/Branch:**

Please create a **single pdf** with the required items below **in the order stipulated**. **Do not bookmark. PDF must be editable. Submit by e-mail to [Dr. Amy \(Parker\) Ruhl](mailto:Dr.Amy.Parker@nih.gov).**

Approval requires a presentation by the Clinical Director at a regularly scheduled Medical Executive Committee (MEC) meeting. After receipt of the nomination PDF, OIR will contact the nominating CD to confirm whether the candidate has been ascertained to be eligible for the Clinician Emeritus designation. One PowerPoint slide must be submitted either attached to the same e-mail with the nomination PDF, or after confirmation of the eligibility but prior to the scheduled CD presentation to the MEC.

1. **Nomination Memo** – From Clinical Director through IC Director. The memorandum should specify the resources in addition to those afforded any NIH [Special Volunteer](#), if any, that would be provided to the Clinician Emeritus by the IC.
2. **Full CV and Bibliography**
3. Any supporting documents, such as letter(s) of recommendation. *[OPTIONAL]*
4. The nominating Clinical Director should prepare one PowerPoint slide with a brief outline of the candidate's qualifications for Clinician Emeritus, to be used for presentation at the MEC meeting where the case will be discussed.

**NOTE:** A Clinician Emeritus is appointed as a Special Volunteer provided he/she meets the requirements for that appointment, as outlined in the [Guest Researchers and Special Volunteers NIH Sourcebook page](#). Duration of initial appointment is for a period of one year with annual extension thereafter at the option of the Clinical Director. The initial appointment must be cleared through the SV-GR-RC Request Form found on the [Policy on IRP Unpaid Designations Sourcebook page](#) and submitted to [SV-GR-RC-Requests@nih.gov](mailto:SV-GR-RC-Requests@nih.gov).