

PART TIME (ADJUNCT/CLINICAL) SENIOR LEVEL PROMOTION CHECKLIST

Case Western Reserve University School of Medicine

Submit all materials to: somFacultyApptMaterials@case.edu

Forms, templates, and more detail: <http://casemed.case.edu/facultyaffairs/>

Candidate: _____ Proposed Rank: _____

Dept.: _____ Operating Budget #: _____

Application Check List

(see Faculty Appointments, Promotions and Tenure Procedures Manual for more detail)

<http://casemed.case.edu/facultyaffairs/>

- nominating letter from the department chair addressed to the dean, including an explanation of the candidate's role in the department and the basis for making the promotion
- report from the committee on appointments, promotions and tenure, dated and signed by the committee chair, reporting the meeting date, summary discussion and evaluation of the candidate's achievements and a numeric vote regarding the proposed promotion. Votes must be in accord with committee members' voting privileges by rank.
- curriculum vitae and bibliography. If the promotion is primarily based on teaching accomplishments, please include all available details regarding teaching venues and time spent teaching in each. **Optional** – self-description of the candidate's professional activities, maximum length of two pages, may be attached to CV.
- any and all evaluations of teaching in any and all settings
- a list of referee names (4-6), with identifying information, street address and email address. These referees should be well-positioned to evaluate the nominee's achievements in teaching, research and/or clinical service in the department and the School of Medicine. At least 2 of these referees must be from persons who are not connected with Case as faculty, student or resident.