

SECONDARY APPOINTMENT 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: _____ Proposed Start Date: _____

Dept.: _____ Operating Budget #: _____

Application Check List

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

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

- A letter from the candidate to the chairman of the department of the secondary appointment requesting consideration for a secondary appointment
- A letter from the chairman of the department of the secondary appointment to the dean supporting this request
- A letter of concurrence from the home department chairman supporting this request
- curriculum vitae