

Declaration of Candidacy for Senior Level Promotions and the Award of Tenure 2020-2021

To be completed by the Candidate and the Department Chair/Director

Are you being considered for:

Award of Tenure; Promotion to Associate Professor; Promotion to Professor

To be included in the upcoming promotion cycle, all candidates for senior level promotion and/or the award of tenure in the School of Medicine must submit this form by **April 1, 2020** to Nicole M. Deming, Assistant Dean for Faculty Affairs and Human Resources nicole.deming@case.edu or Fax: 216/368-3013.

Complete promotion packets must be **submitted** by the candidate's Department to the Office of Faculty Affairs before **May 1, 2020**.

1. Promotion Candidate: _____ Credentials: _____
2. Candidate Email: _____
3. Department: _____
4. Department Chair: _____ Credentials: _____
Chair email: _____ Chair phone number: _____
5. Department Administrative Contact regarding promotion materials (Name/Title/Phone/Email): _____

6. Candidate's Current Academic Rank: Assistant Professor Associate Professor
7. Candidate's Track: Non Tenure Track Tenure Track Tenured
8. Is the department/hospital supportive of the candidate for promotion? Yes No
9. For Tenure Track Candidates only: Is the department nominating you for Award of Tenure? Yes No
10. If Tenured/Tenure-Track or Research-focused Non-Tenure Track: Do you identify as a team scientist? Yes No
11. If on the Non-Tenure Track: What is your Primary Area of Excellence? Teaching Clinical Service Research
12. If on the Non-Tenure Track: What additional area(s) have you made acceptable contributions in?
Teaching Clinical Service Research

Please read each statement and sign below acknowledging your understanding and agreement of the promotion process requirements of the SOM at CWRU.

- ✓ My CV is current, dated, and formatted according to the School of Medicine template;
- ✓ If there are significant accomplishments to add, I will email updated CVs to Faculty Affairs throughout the review cycle and name the file "Updated CV_Candidate Name_Date";
- ✓ The submitted Teaching Evaluations do not include any other faculty members' evaluations;
- ✓ All external referees submitted meet the definition of an "arm's length" reviewer;
- ✓ All referees have been selected according to instructions and I indicate which referees I selected;
- ✓ I will not communicate directly with any of my referees regarding the promotion/tenure process; and
- ✓ I understand that all updates regarding my promotion will be communicated to me by my Department Chair and they are responsible for providing timely updates to me.
- ✓ Final decisions regarding promotions will not be made until June 2021 and will be effective July 1, 2021.

Promotion Candidate Name: _____ Date: _____

Promotion Candidate Signature: _____

Department Chair Name: _____ Date: _____

Department Chair Signature: _____