

SECONDARY APPOINTMENT CHECKLIST

Case Western Reserve University School of Medicine

Submit all materials to: somFacultyApptMaterials@case.edu

Forms, templates, & more detail: <https://case.edu/medicine/faculty-staff/faculty-affairs-hr>

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 (if candidate already holds a secondary appointment, details regarding these obligations must be included in the request)
- 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 (if the candidate has an existing secondary appointment, the letter must address those responsibilities in addition to the new responsibilities)
- curriculum vitae
- Department CAPT vote that recommends making the secondary appointment, indicates the date of the recommendation, and the number voting for and against.