

**PART TIME (ADJUNCT/CLINICAL) JUNIOR LEVEL INITIAL (NEW) APPOINTMENT  
CHECKLIST**

Case Western Reserve University School of Medicine

Submit all materials to: [somFacultyApptMaterials@case.edu](mailto:somFacultyApptMaterials@case.edu)

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

Candidate: \_\_\_\_\_

Proposed Rank: \_\_\_\_\_ Proposed Start Date: \_\_\_\_\_

Dept/Division: \_\_\_\_\_ Loc \_\_\_\_\_ Operating Budget #: \_\_\_\_\_

On Case payroll \_\_\_\_ Y \_\_\_\_ N Birth date: \_\_\_\_\_

Sex: \_\_\_\_ F \_\_\_\_ M \_\_\_\_ Other ( \_\_\_\_\_ )

Home address and phone number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office address and phone number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Primary work email address &  
CWRU User ID if already have one: \_\_\_\_\_

Description of appointment (please describe the nominee's anticipated activities on behalf of the department, how many hours of service annually the nominee will provide, and the location (hospital or otherwise) at which the service will be provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Application Check List**

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

- chairman's nominating letter describing the candidate's qualifications for appointment at the rank proposed and his/her anticipated role
- department committee vote (for Adjunct or Clinical Assistant Professor)
- curriculum vitae
  
- if placing on CWRU payroll, explanation of financial resource support (Approval of Faculty Salary form) and a **draft** employment letter. Once appointment and employment have been approved, the final step necessary to place the faculty member on CWRU payroll is to submit a payroll data (pd) form and a copy of the signed employment letter.

Is the candidate currently an additional-year chief resident? \_\_\_\_ yes \_\_\_\_ no

Is the candidate currently a non-ACGME supported clinical Fellow? \_\_\_\_ yes \_\_\_\_ no

If yes to either of the above, what is the end date of that position? \_\_\_\_\_

\*Additional-year chief residents and non-American Accreditation Council for Graduate Medical Education (ACGME) supported clinical fellows may be nominated for a concurrent part time faculty appointment. Postdoctoral fellows/scholars, residents, & ACGME supported fellows are not eligible for concurrent full- or part-time faculty appointments.