

Department of Family Medicine and Community Health

Committee on Appointments, Tenure and Promotion

Guidelines for Application for Promotion

1. The School of Medicine at Case Western Reserve University has a well-developed set of standards to guide faculty who wish to be promoted. Those faculty wishing to be promoted should familiarize themselves with “Qualifications And Standards For Appointment, Promotion, And The Award Of Tenure For Faculty Members In The School Of Medicine, Case Western Reserve University” (http://casemed.case.edu/facultyaffairs/faculty/faculty_resources/Standards_for_Promotion.pdf) as well as the abbreviated summary version (http://casemed.case.edu/facultyaffairs/faculty/faculty_resources/Abbreviated_Promotion_Standards.pdf)
2. While the School of Medicine guidelines supersede any that are established by departments, they are vague in the area of timelines for faculty to express interest in promotion
3. A faculty member who desires promotion must notify the Vice Chair for Education and the Chair of the Departmental Committee on Appointments, Promotion and Tenure no later than January 31 of the year they plan on submitting their application
4. Upon approval by the Chair of the Department, the Vice Chair and the Chair of CAPT will work with the candidate to complete their packet for promotion, including helping with their CV, Self-Description, Referee Lists, and Teaching Portfolio, as relevant. However, it is the candidate’s responsibility to complete these documents and present them in their final form
5. All components of the candidate’s application for promotion must be received by the department no later than April 30. This will allow for the departmental CAPT to fully review the application.
6. The Department will compose the appropriate letters of support and submit the candidate’s application for promotion no later than May 31.