

SEQUENCE OF STEPS FOR MAKING A NEW, FULL TIME FACULTY APPOINTMENT
Quick Reference Guide
Case Western Reserve University School of Medicine
Office of Faculty Affairs and Human Resources

1. Complete a **Request for Approval to Initiate Faculty Search Process** (2 pages (found at <http://casemed.case.edu/facultyaffairs/administrators/faculty-forms.cfm>)). (**only** required for faculty who will receive some portion (any or all) of their salary from CWRU) and submit to somFacultySearch@case.edu. You will be notified by email when search request is approved.
2. Once you receive approval to search, appoint a search committee.
3. CWRU Affirmative Action Approval
 - a. If proposed faculty member is to be majority employed by another entity, receiving <50% salary from CWRU, CWRU Affirmative Action approval is **NOT** necessary. **Skip** to Step 4.
 - b. If proposed faculty member is to receive 50% or more salary from CWRU payroll, CWRU Affirmative Action Approval **is** required. Refer to the CWRU Office for Inclusion, Diversity and Equal Opportunity (OIDEO) **Steps in the Faculty Search Process/Faculty Search Process Guidelines** (<http://case.edu/diversity/office-for-faculty-diversity/faculty-search-process/faculty-search-process-guidelines/>) and begin process for Affirmative Action approval (beginning with training of search committee members and separate training for administrative assistant)

Summary of Affirmative Action steps - complete Forms 1 & 2, write ad, have ad approved, post ad, receive applications, log applicants, complete Form 3B, get applicant pool approval, comply with mandatory procedure providing applicants with link to voluntary affirmative action survey, interview, make selection) **No offer of employment should be made until you've received Affirmative Action approval.**

4. In preparation of approval, refer to the appropriate **checklist (junior level or senior level)** to determine the materials needed and begin to put together an appointment packet. Obtain department CAPT vote, using **template**, solicit for reference letters for junior level, determine list of appropriate referees for senior level (FAHR will solicit the letters). **Checklists and template** found at <http://casemed.case.edu/facultyaffairs/administrators/faculty-forms.cfm>
5. Draft an offer letter. If candidate is proposed for appointment **on the non-tenure track**, send offer letter. If candidate is proposed for appointment **on the tenure track**, you must first get the Dean's and Provost's approvals **before sending the offer letter to the candidate**. To initiate the review, send draft offer letter to **Nicole Deming (nicole.deming@case.edu)** who will manage the review process and obtain approvals. **An offer letter cannot be given to candidate before or without search approval and affirmative action approval (if applicable).**
6. If the offer is accepted, use the appropriate **checklist (junior level or senior level)** noted above and submit appointment packet to somFacultyApptMaterials@case.edu.
7. Materials submitted for instructor/senior instructor/assistant professor appointments will be reviewed by the Office of Faculty Affairs, SOM Dean, and presented to the Provost for consideration by the Board of Trustees at their next available meeting. Materials submitted for associate professor/professor appointments will be reviewed by the Office of Faculty Affairs. The Office of Faculty Affairs will solicit reference letters. The materials will be reviewed by the School of Medicine's CAPT with its recommendation forwarded to the Dean for her consideration. The materials will be presented to the Provost for consideration by the Board of Trustees at their next available meeting.

REQUEST TO INITIATE FACULTY SEARCH
FOR FULL TIME FACULTY

Case Western Reserve University School of Medicine
Office of Faculty Affairs and Human Resources

All materials to: somFacultySearch@case.edu

Page 1 of 2

Only required for faculty who will receive some portion (any or all) of their salary from CWRU.

Departments assign unique identifier to each request _____ (year-followed by an ascending number beginning with 200).

CWRU Affirmative Action Approval is required for faculty who will receive the majority of their salary from CWRU.

1. _____
(Name of Chair and Department making request)

2. Is this a _____ (new position) _____ (replacement)? (please check one)
If this is a replacement, name of departing faculty member _____

3. Strong internal candidate identified: ___(yes) ___ (no)
If yes, name _____

4. Date by which you hope to have the new person in place: _____

5. Faculty rank(s) to be sought (circle all that apply):
Professor
Associate Professor
Assistant Professor
Senior Instructor
Instructor

6. Tenure status(es) to be sought (circle all that apply):
with tenure
tenure track
non-tenure track

7. Description of initial year's responsibilities (teaching, research, service and clinical) of the proposed faculty member. Describe plans for development of the faculty member's role over time. Please be specific and use additional page(s) if necessary:

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Page 2 of 2

8. Anticipated initial % of effort distribution (total =100%)

____ teaching ____ research ____ clinical ____ admin./other

9. Anticipated CWRU lab & office locations to be assigned: _____

Square footage of CWRU office space included above: _____

Square footage of CWRU lab space included above: _____

10. Anticipated initial total salary \$ _____ (for each rank chosen in #5)

11. Sources of initial year's support; indicating component percentages or amounts:

(full/partial salary support is provided in my SOM operating budget)

(other SOM/University funds (identify account numbers))

(clinical income to be generated by the proposed faculty member; if this is a major portion of salary, your answer to Question 8 above should be specific and complete)

(sponsored research with the proposed faculty member as PI (if possible, identify the grant #))

(sponsored research with other person as PI (identify the PI and the grant #))

(hospital support)

(other, please describe in detail)

12. Identify anticipated sources of funding in the faculty member's second and future years of appointment: _____

(signature of chair making request)

(date of request)

Initial Search No. _____ (if applicable)
FULL TIME SENIOR LEVEL INITIAL (NEW) APPOINTMENT CHECKLIST

Case Western Reserve University School of Medicine

Submit all materials to: somFacultyApptMaterials@case.edu

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

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

(for forms & templates, visit <http://casemed.case.edu/facultyaffairs/administrators/faculty-forms.cfm>)

Candidate: _____ Proposed Start Date: _____

Proposed Rank: _____ Proposed Tenure Status: _____

Dept.: _____ Location: _____ Operating Budget #: _____

Birth date: _____ Sex: ___ M ___ F ___ Other (_____)

On Case payroll: Y N Is candidate eligible to work in US? Y N
(If candidate is not a U.S. citizen or permanent resident, board approval will be conditioned upon timely approval of appropriate visa status by the Immigration and Naturalization Service.)

Ethnicity (it is illegal to ask but legal to make reasonable inferences); please check one:

___ African American/Black ___ Asian ___ non-Hispanic White ___ Other (_____)
___ American Indian/Native Alaskan ___ Hispanic/Latino ___ Pacific Islander/Hawaiian Native

Home address & phone number: _____

Cell Number: _____

Office address & phone number: _____

Primary work email address & CWRU User ID (if already have one): _____

Application Check List

- Chair's nominating letter describing the candidate's qualifications for appointment at the rank proposed and his/her anticipated role
- explanation of financial resource support (Request for Approval of Faculty Appointment/Salary form) if salary not already approved in vetting of offer letter
- copy of offer letter (stating "Before becoming effective, this appointment must be approved by the University's Board of Trustees in accordance with the policies of Case Western Reserve University." and other verbiage as required by the appropriate template)
- Department CAPT vote that recommends making the appointment, indicates the date of the recommendation, and the number voting for and against. Faculty rank and tenure must be separate votes and must be in accord with committee members' rank and tenure voting privilege.
- Candidate's *curriculum vitae* and bibliography, including a listing of past and present research support
- Self-description of professional activities, maximum length 2 pages; may be attached to CV.
- proof of terminal degree (photocopy of diploma or letter of verification from degree-granting institution)
- Candidate's five (max) key reprints
- affirmative action approval (if proposed faculty member is to be wholly or majority employed by CWRU)
- approved 'Request to Initiate Faculty Search for Full Time Faculty' form (if proposed faculty member is to receive some portion (any or all) of salary from CWRU)
- Referee lists with email address: 10 external (arm's length) (5 from candidate and 5 from nominating chair); 4 colleague/former mentor/collaborator; 4-8 teaching/student referees

Initial Search No. _____ (if applicable)

FULL TIME JUNIOR LEVEL INITIAL (NEW) APPOINTMENT CHECKLIST

Case Western Reserve University School of Medicine

Submit all materials to: somFacultyApptMaterials@case.edu

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

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

(for forms & templates, visit <http://casemed.case.edu/facultyaffairs/administrators/faculty-forms.cfm>)

Candidate: _____ Proposed Start Date: _____

Proposed Rank: _____ Proposed Tenure Status: _____

Dept.: _____ Location: _____ Operating Budget #: _____

Birth date: _____ Sex: ___ M ___ F ___ Other (_____)

On Case payroll: Y N Is candidate eligible to work in US? Y N

(If candidate is not a U.S. citizen or permanent resident, board approval will be conditioned upon timely approval of appropriate visa status by the Immigration and Naturalization Service.)

Ethnicity (it is illegal to ask but legal to make reasonable inferences); please check one:

___ African American/Black ___ Asian ___ non-Hispanic White ___ Other (_____)

___ American Indian/Native Alaskan ___ Hispanic/Latino ___ Pacific Islander/Hawaiian Native

Home address & phone number: _____

Cell Number: _____

Office address & phone number: _____

Primary work email address & CWRU User ID (if already have one) _____

Application Check List

- approved 'Request to Initiate Faculty Search for Full Time Faculty' form (if proposed faculty member is to receive some portion (any or all) of salary from CWRU)
- explanation of financial resource support (Request for Approval of Faculty Appointment/Salary form) if salary not already approved in vetting of offer letter
- affirmative action approval (if proposed faculty member is to be wholly or majority employed by CWRU)
- Chair's nominating letter describing the candidate's qualifications for appointment at the rank proposed and his/her anticipated role
- copy of offer letter (stating "Before becoming effective, this appointment must be approved by the University's Board of Trustees in accordance with the policies of Case Western Reserve University." and other verbiage as required by the appropriate template)
- department committee vote (for all ranks)
- curriculum vitae
- proof of terminal degree (photocopy of diploma or letter of verification from degree-granting institution)
- three** letters of reference, (uses reference letter solicitation template)

TEMPLATE FOR REQUESTING LETTERS OF SUPPORT
FOR FULL TIME JUNIOR LEVEL INITIAL (NEW) FACULTY APPOINTMENT
Case Western Reserve University School of Medicine

The department must solicit, receive and then submit at least **two** reference letters for candidates for appointment as instructor or senior instructor or **three** such letters for assistant professor candidates along with the other materials required to make a junior level faculty appointment. The solicitation letter (**see template below**) must state the rank and tenure status for which the candidate is being nominated and assure its author that the letter will be maintained confidentially.

Please observe the following requirements regarding reference letter authors and content.

1. Letters must evaluate the candidate's prior work.
2. The letter should evaluate the type of academic activity – teaching and/or research – that candidates will engage in as part of their CWRU faculty appointment. While clinical service and employment as a physician may be mentioned, letters should focus on the candidate's past teaching and research accomplishments and potential.
3. Letters should be written by supervisors, directors, mentors, or advisors, i.e., from faculty (preferably) who worked at higher levels of authority than the candidate. The candidate's fellow residents, graduate students, or fellow junior faculty members are not appropriate authors. Supervisors during the most recent post-graduate training are usually the most appropriate references for candidates being appointed immediately following training. Letters should not be more than a year old.
4. Letters should not be written by CWRU faculty members unless they have supervised, interacted with, or directed the candidate prior to being nominated for a faculty appointment. Referees **may not both** write and participate in the candidate's recruitment; they may either 1) nominate the candidate **or** vote on the appointment as part of the department's appointments committee **or** 2) write one of the reference letters (if they meet the other qualifications described here).

We recommend that you use this template to create a letter on your stationery and request that the letters be returned to you by email.

Dear:

[name of candidate] is under consideration for appointment to the full-time faculty at the Case Western Reserve University School of Medicine as [proposed rank and track (either Tenure Track or Non Tenure Track)]. Please provide a letter of support evaluating the candidate's teaching (whether in a classroom or clinical setting) and/or research and/or other academic contributions. Your candid assessment, including both positive and negative aspects, will be extremely helpful to the evaluation process. The most helpful assessments will be those that describe specifically the candidate's role, the extent and duration of your relationship, give specific instances of his/her degree of effectiveness, and compare him/her with other faculty members you have known. Your comments will be shared only with those appropriately involved in the appointment process and will remain confidential to the extent permitted by law. Please return your letter by fax, [fax number], email [email address] or first class mail [address].

Sincerely,

[Division Chief/Department Chair]