

**VISITING APPOINTMENT CHECKLIST**  
**Case Western Reserve University School of Medicine**  
**All materials to: Office of Faculty Affairs and Human Resources**  
**School of Medicine, W171, location code 4915**  
**Phone: 216/368-3870 Fax: 216/368-3013**

Candidate: \_\_\_\_\_ Proposed Rank: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Birth date: \_\_\_\_\_ Sex: F M

Dept.: \_\_\_\_\_ Operating Budget #: \_\_\_\_\_

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.)

Minority (it is illegal to ask but legal to make reasonable inferences); please check one:			
AMER IND. <small>(American Indian/Alaskan Native)</small>	ASIAN <small>(Asian)</small>	BLACK <small>(Black or African American)</small>	HISP <small>(Hispanic or Latino(a))</small>
PACF <small>(Native Hawaiian/Other Pacific Islander)</small>	WHITE <small>(White)</small>	UNK <small>(Unknown)</small>	MULT <small>(Two or more races)</small>

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

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

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

**Application Check List**  
 (see **Faculty Appointments, Promotions and Tenure Procedures Manual** for more detail)  
<http://casemed.case.edu/facultyaffairs/>

- chairman's nominating letter describing the relationship of the proposed faculty appointment the department's academic strategy
- if placing on Case Western Reserve payroll, explanation of financial resource support (Request for Approval of Faculty Appointment/Salary form) and Payroll Data (pd) form)
- curriculum vitae
- regular affirmative action approval **or** affirmative action approval for a Short-Term Visiting Appointment (unless proposed faculty member is to be wholly employed by another entity, receiving no pay through the CWRU payroll system, then no affirmative action approval necessary)
- approved 'Request for Approval to Initiate Faculty Search Process' (if visiting appointment is not true visiting but rather temporary until regular faculty appointment can be considered by the board)