

Declaration of Candidacy for Senior Level Promotions Non-Tenure Track (NTT), promotions effective January 1, 2023

To be completed by the Candidate and the Department Chair/Director

Are you being considered for:

Promotion to Associate Professor (NTT); Promotion to Professor (NTT)

To be included in the upcoming promotion cycle, all candidates for senior level promotion in the School of Medicine must submit this form by **February 1, 2022** to Nicole M. Deming, Assistant Dean for Faculty Affairs and Human Resources [nicole.deming@case.edu](mailto:nicole.deming@case.edu).

**Complete** promotion packets must be **submitted** by the candidate's Department to the Office of Faculty Affairs before **March 31, 2022**

1. Promotion Candidate: \_\_\_\_\_ Credentials: \_\_\_\_\_
2. Preferred Pronoun: \_\_\_\_\_
3. Candidate Email: \_\_\_\_\_
4. Department: \_\_\_\_\_
5. Department Chair: \_\_\_\_\_ Credentials: \_\_\_\_\_  
Chair email: \_\_\_\_\_ Chair phone number: \_\_\_\_\_
6. Department Administrator: \_\_\_\_\_ Title: \_\_\_\_\_  
Administrator email: \_\_\_\_\_ Administrator phone number: \_\_\_\_\_
7. Candidate's Current Academic Rank: Assistant Professor Associate Professor
8. Is the department/hospital supportive of the candidate for promotion? Yes No
9. If Research-focused Non-Tenure Track: Do you identify as a team scientist? Yes No N/A
10. What is your Primary Area of Excellence? (pick one only) Teaching Service Research
11. What additional area have you made acceptable contributions in? (pick one only)  
Teaching Service Research

Please read each statement and sign below acknowledging your understanding and agreement of the promotion process requirements of the SOM at CWRU.

- ✓ My CV is current, dated, and formatted according to the School of Medicine template;
- ✓ If there are significant accomplishments to add, I will email updated CVs to Faculty Affairs throughout the review cycle and name the file "Updated CV\_Candidate Name\_Date";
- ✓ The submitted Teaching Evaluations do not include any other faculty members' evaluations;
- ✓ All external referees submitted meet the definition of an "arm's length" reviewer;
- ✓ All referees have been selected according to instructions and I indicate which referees I selected;
- ✓ I will not communicate directly with any of my referees regarding the promotion process; and
- ✓ I understand that all updates regarding my promotion will be communicated to me by my Department Chair and they are responsible for providing timely updates to me.

Final decisions regarding promotions will not be made until December 2022 and will be effective January 1, 2023.

Promotion Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

Promotion Candidate Signature: \_\_\_\_\_

Department Chair Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_