

Declaration of Candidacy for Senior Level Promotions Non-Tenure Track (NTT), promotions effective July 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 **May 1, 2022** to Nicole M. Deming, Assistant Dean for Faculty Affairs and Human Resources nicole.deming@case.edu.

Complete promotion packets must be **submitted** by the candidate's Department to the Office of Faculty Affairs before **June 15, 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 June 2023 and will be effective July 1, 2023.

Promotion Candidate Name: _____ Date: _____

Promotion Candidate Signature: _____

Department Chair Name: _____ Date: _____

Department Chair Signature: _____