

TRANSFER FROM THE NON-TENURE TO THE TENURE TRACK
CHECKLIST

Case Western Reserve University School of Medicine

Submit all materials to: somFacultyApptMaterials@case.edu

Forms, templates, and more detail: <http://casemed.case.edu/facultyaffairs/>

Faculty member: _____
First name Middle initial Last name Degree

Department of _____
(including location/affiliated hospital, if applicable)

Academic rank _____

Application Check List

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

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

- Request for transfer to the tenure track (letter to the dean from chair of the department). This letter should explain the basis for the requested transfer.
- Copy of letter that has been issued and accepted that describes the expectation for the candidate to engage in research teaching and service and a commitment from the department to provide the resources for those activities (if the initial letter of offer satisfies this requirement then it can be used)
- Affirmative vote of the department committee on appointments, promotions, and tenure
- Candidate's request for transfer
- Faculty member's curriculum vitae