

FULL TIME SENIOR LEVEL INITIAL (NEW) APPOINTMENT CHECKLIST

Case Western Reserve University School of Medicine
Submit all materials to: somFacultyApptMaterials@case.edu

Candidate: _____ Proposed Start Date: _____

Proposed Rank: _____ Proposed Tenure Status: _____

Proposed leadership position (Division Chief, Director) if applicable (title) _____

Primary area of excellence for NTT only : Research Teaching Service
Addition area of contribution (NTT only): Research Teaching Service

If the primary area of excellence is research, is the candidate a team scientist: yes, no

Dept/Division: _____ Location: _____ Operating Budget #: _____

Birth date: _____ Gender: ___ 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 _____

Application Check List

- Chair's nominating letter describing the candidate's qualifications for appointment at the rank proposed and his/her anticipated faculty role (teaching, research and service)
- 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 faculty activities (teaching, research and professional service (includes clinical and administrative service)) maximum of 3 pages
- Educator portfolio (or equivalent) - required for NTT faculty identifying with teaching as primary area of excellence
- 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 (SOM and UH/VA)
- Completed Summary of Faculty Search Survey (LCME Required Data) [submitted electronically here](#), no attachments required
- Referee lists with email address: 18 external (arm's length) (9 from candidate and 9 from nominating chair); 4 colleague/former mentor/collaborator; 4-8 teaching/student referees, 4 service letters