

**PART TIME (ADJUNCT/CLINICAL) JUNIOR LEVEL INITIAL (NEW) APPOINTMENT
CHECKLIST**

Case Western Reserve University School of Medicine

Submit all materials to: somFacultyApptMaterials@case.edu

Forms, templates, and more detail: <https://case.edu/medicine/faculty-staff/faculty-affairs/forms-additional-information>

Candidate: _____

Proposed Rank: _____ Proposed Start Date: _____

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

On Case payroll _____ Y _____ N Birth date: _____

Sex: _____ F _____ M _____ Other (_____) CWRU ID if already have one:

Home address and phone number: _____

Office address and phone number:

Non-CWRU email address: (Required)

Is this the primary email address? Yes No (Please include):

Description of appointment (please describe the nominee's anticipated activities on behalf of the department, how many hours of service annually the nominee will provide, and the location (hospital or otherwise) at which the service will be provided: _____

Application Check List

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

- chairman's nominating letter describing the candidate's qualifications for appointment at the rank proposed and his/her anticipated role
- department committee vote (for Adjunct or Clinical Assistant Professor)
- curriculum vitae

- if placing on CWRU payroll, explanation of financial resource support (Approval of Faculty Salary form) and a **draft** employment letter. Once appointment and employment have been approved, the final step necessary to place the faculty member on CWRU payroll is to submit a payroll data (pd) form and a copy of the signed employment letter.

Is the candidate currently an additional-year chief resident? _____yes _____no

Is the candidate currently a non-ACGME supported clinical Fellow? _____yes _____no

If yes to either of the above, what is the end date of that position? _____

*Additional-year chief residents and non-American Accreditation Council for Graduate Medical Education (ACGME) supported clinical fellows may be nominated for a concurrent part time faculty appointment. Postdoctoral fellows/scholars, residents, & ACGME supported fellows are not eligible for concurrent full- or part-time faculty appointments.