

FULL TIME JUNIOR LEVEL PROMOTION CHECKLIST

Case Western Reserve University School of Medicine

All materials to: Office of Faculty Affairs and Human Resources

School of Medicine, W171, location code 4915

Phone: 216/368-3870 Fax: 216/368-3013

Candidate: _____

Proposed Rank: _____ Proposed Tenure Status: _____

Dept.: _____ Operating Budget #: _____

Application Check List

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

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

- chairman's letter of support (**including one paragraph on what the faculty member has done to deserve promotion as well as a paragraph on what the faculty member's future role will be**)
- (**for tenure track appointments only**) copy of letter that has been approved by the Dean and the Provost prior to being sent to the candidate that describes the staffing, support, salary support, protected time (for MD faculty with time devoted to clinical practice) and the procedures and expectations that govern tenure track appointments – mandatory template available (if the initial letter of offer satisfies this requirement then it can be used)
- department committee vote
- curriculum vitae
- three** letters of support relevant to the focus of the faculty activity upon which the promotion is based. Teaching evaluations are important for faculty whose major faculty activity is education. Evaluations of research qualifications or activity are important for faculty who are entering the tenure track.
- if faculty member is to be wholly employed by another entity, receiving no pay through the CWRU payroll system, then no affirmative action approval necessary; if faculty member is to receive pay through the CWRU payroll system, then a copy of the affirmative action approval from initial appointment, noting that the hire was made as a result of a national search is necessary (if the affirmative action approval from the initial appointment does not say that the hire was made as a result of a national search then a revised affirmative action approval is necessary; please contact the Office of Inclusion, Diversity and Equal Opportunity 216.368.8877)

Additional documentation such as copies of publications, letters of recommendation, course evaluations will add to the strength of the file but are not mandatory.

For promotions to be made effective July 1, the date for submission is February 28; for promotions to be made effective January 1, the date for submission is September 30.