

**REQUEST TO INITIATE FACULTY SEARCH**  
**FOR FULL TIME FACULTY**

Case Western Reserve University School of Medicine  
Office of Faculty Affairs

All materials to: [somFacultySearch@case.edu](mailto:somFacultySearch@case.edu)

Page 1 of 2

- Required for all new full time faculty openings requiring placement of candidate on CWRU payroll.
- There can only be one hire per SOM Faculty Search Form. Please submit separate forms for multiple hires.
- CWRU Affirmative Action Approval is required for all faculty who will receive the majority of their salary through CWRU payroll.
- Faculty Affairs will assign a unique identifier to each search \_\_\_\_\_

1. \_\_\_\_\_  
(Department) (Chair)

2. \_\_\_\_\_  
(Admin Contact) (Contact Info-phone #, email address)

3. Proposed Search Committee Chair: \_\_\_\_\_

4. Is this a \_\_\_\_\_ (new position) \_\_\_\_\_ (replacement)? (please check one)  
If this is a replacement, name of departing faculty member \_\_\_\_\_

5. Is this a leadership position (Division Chief, Director)? Title \_\_\_\_\_

6. Strong internal candidate identified: \_\_\_(yes) \_\_\_(no)  
If yes, name \_\_\_\_\_

7. Date by which you hope to have the new person in place: \_\_\_\_\_

8. Faculty rank to be sought (check all that apply):

\_\_\_\_ Professor    \_\_\_\_ Associate Prof    \_\_\_\_ Assistant Prof    \_\_\_\_ Sr. Instructor    \_\_\_\_ Instructor

9. Tenure status to be sought (check all that apply):

\_\_\_\_ with tenure    \_\_\_\_ tenure track    \_\_\_\_ non-tenure track

10. Description of initial year's responsibilities (teaching, research, service and clinical) of the proposed faculty member. Describe plans for development of the faculty member's role over time. Please be specific and use additional page(s) if necessary:

11. Anticipated initial % of effort distribution (total =100%)

\_\_\_\_ teaching    \_\_\_\_ research    \_\_\_\_ clinical    \_\_\_\_ admin./other

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Page 2 of 2

12. Anticipated/Proposed CWRU lab location(s) to be assigned/requested: \_\_\_\_\_  
Anticipated/Proposed CWRU office location to be assigned/requested: \_\_\_\_\_  
Estimated square footage of CWRU lab space to be assigned/requested: \_\_\_\_\_

13. Financial Information:

<u>Party</u>	<u>Salary Funding Source (A)</u>	<u>Salary Amount</u>	<u>% of Total Comp</u>	<u>Comment</u>
UH				
CWRU*				
Other (B)				

**Start-up Package Funding**

Funding Amount: \_\_\_\_\_

Funding Source (including OPR if CWRU): \_\_\_\_\_

*(A) For CWRU, this could be research grants, startup, endowments, operating funds, etc. For UH, this could be clinical income, administrative roles, research funds, or teaching*

*(B) This could be the VA, CCF, or other outside entity.*

*\*The search must follow all CWRU OIDEO procedures if the faculty member is to be paid 50% or more of their total salary through CWRU payroll during the duration of their appointment.*

**Justification why this position is needed now:**

Point 1: \_\_\_\_\_

Point 2: \_\_\_\_\_

Point 3: \_\_\_\_\_

14. **Does this hire connect to a Think Big pathway?** (<https://case.edu/thinkbig/>)? If yes, please explain:

15. **How will this hire contribute to your department's commitment to diversity?**

*(SOM definition of URiM - African American/Black/Afro-Caribbean; Hispanic/Latino/Chicano/Latin American/South American/Central American and others from Latin American countries; Pacific Islander/Native Hawaiian/Tongan/Samoan/Guamanian and others from the Pacific Islands; and Native American/Alaskan Native. URiM also includes individuals that identify as LGBTQI, first generation college, and English as a second language.)*

\_\_\_\_\_  
(signature of chair making request)

\_\_\_\_\_  
(date)