

Declaration of Candidacy for Senior Level Promotions for Tenure Track Faculty 2024 - 2025, effective July 1, 2025

To be completed by the Candidate and the Department Chair/Director

Are you being considered for:

- Award of Tenure; Promotion to Associate Professor (Tenure Track); Promotion to Professor (Tenured)

To be included in the upcoming promotion cycle, all candidates for senior level promotion and/or the award of tenure in the School of Medicine must submit this form by **March 31, 2024** to facaffrs@case.edu with the following subject line: Candidate Name_Department_Campus (i.e. UH, SOM, VA, MHMC)_TT_July 2025

Please note that all promotion materials will be submitted through Interfolio for all SOM/UH/VA candidates. You will receive instructions following the submission of this form. **The department must submit the complete promotion packet** to facaffrs@case.edu or via Interfolio (SOM, UH, VA) before **April 28, 2024**

1. Promotion Candidate: _____ Credentials: _____
2. Preferred Pronoun: _____
3. Candidate Email: _____
4. Department: _____
5. Department Chair: _____ Credentials: _____
Chair email: _____ Chair phone number: _____
6. Department Administrator : _____ Title: _____
Administrator email: _____ Administrator phone _____
7. Secondary Department Chair: _____
Secondary Department Chair email: _____ Credentials: _____
8. Is the candidate interested in promotion in their secondary department? (If yes, promotion materials must include a nomination letter from the department chair of the secondary department) Yes No N/A
9. Candidate's Track: Tenure Track Tenured
10. Is the department/hospital supportive of the candidate for promotion? Yes No
11. Is the department nominating you for Award of Tenure? Yes No N/A
12. Do you identify as a team scientist? Yes No

Please read each statement and sign below acknowledging your understanding and agreement of the promotion process requirements of the SOM at CWRU.

- ✓ My CV is current, dated, and formatted according to the School of Medicine template;
- ✓ If there are significant accomplishments to add, I will email updated CVs to Faculty Affairs throughout the review cycle and name the file "Updated CV_Candidate Name_Date";
- ✓ The submitted Teaching Evaluations do not include any other faculty members' evaluations;
- ✓ All external referees submitted meet the definition of an "arm's length" reviewer;
- ✓ All referees have been selected according to instructions and I indicate which referees I selected;
- ✓ I will not communicate directly with any of my referees regarding the promotion/tenure process; and
- ✓ I understand that all updates regarding my promotion will be communicated to me by my Department Chair and they are responsible for providing timely updates to me.

Final decisions regarding promotions will not be made until June 2025 and will be effective July 1, 2025.

Promotion Candidate Name: _____ Date: _____

Promotion Candidate Signature: _____

Department Chair Name: _____ Date: _____

Department Chair Signature: _____