

**Declaration of Candidacy for Senior Level Promotions Non-Tenure Track (NTT) 2024 - 2025, effective July 1, 2025**

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

Are you being considered for:

- Promotion to Associate Professor (NTT);  Promotion to Professor (NTT)

To be included in the upcoming promotion cycle, all candidates for senior level promotion in the School of Medicine must submit this form by **May 1, 2024** to [facaffrs@case.edu](mailto:facaffrs@case.edu) with the following subject line:

Candidate Name\_Department\_Campus (i.e. UH, SOM, CCLCM, VA, MHMC)\_NTT\_Jan 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](mailto:facaffrs@case.edu) or via Interfolio (SOM, UH, VA) before **June 1, 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 number: \_\_\_\_\_
7. Secondary Department (if applicable): \_\_\_\_\_
8. Secondary Department Chair: \_\_\_\_\_  
Secondary Department Chair email: \_\_\_\_\_ Credentials: \_\_\_\_\_
9. 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
10. Candidate's Current Academic Rank:  Assistant Professor  Associate Professor
11. Is the department/hospital supportive of the candidate for promotion?  Yes  No
12. If Research-focused Non-Tenure Track: Do you identify as a team scientist?  Yes  No  N/A
13. What is your Primary Area of Excellence? (pick one only)  Teaching  Service  Research
14. What additional area have you made acceptable contributions in? (pick one only)  
 Teaching  Service  Research

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 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 December 2024 and will be effective January 1, 2025.

Promotion Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

Promotion Candidate Signature: \_\_\_\_\_

Department Chair Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_