

## (ADJUNCT OR CLINICAL) EXTERNAL APPOINTMENT CHECKLIST

(see CWRU Faculty Handbook for more detail)

All materials should be submitted via Interfolio to Faculty Affairs. Please visit <https://case.edu/medicine/faculty-and-staff/office-faculty/faculty-affairs/interfolio> for instructions on how to obtain access to Interfolio or instructions on how to submit materials. If you have questions regarding Interfolio, please email [SOMInterfolioSupport@case.edu](mailto:SOMInterfolioSupport@case.edu).

### Candidate Requirements in Interfolio:

- Curriculum vitae
- A letter from the faculty member to the Dean that provides the following:
  - A detailed description of the time, effort, and responsibilities associated with this outside appointment,
  - Thorough justification of why the outside appointment does not interfere with full-time faculty obligations to CWRU, the SOM students and programs, and
  - Disclosure of any conflicts of commitments as a result of the outside appointment
- A required form in Interfolio which has the following questions:
  - Proposed Adjunct or Clinical Rank at external academic institution
  - Name of external institution
  - Brief description of external duties
  - Percentage of time commitment devoted to external academic institution (Cannot be 0% unless work at external institution occurs after work hours or during vacation)
  - Number of days on (Non-CWRU) campus
  - End date (no later than June 30)

### Department Requirements in Interfolio:

- A letter from the department chair to the Dean indicating his or her support and requesting approval of the outside appointment.

### From the CWRU Faculty Handbook:

#### III. Non-University Activities of Faculty Members During the Contractual Period\*

A. Faculty members may extend their professional development by accepting opportunities for outside consulting and similar services in their fields of specialization.

B. The following activities are examples of customary faculty duties and do not constitute consulting or similar services:

1. Participation on federal grant proposal study sections and similar peer review of grant proposals,
2. Participation in review of publications and other scholarly and editorial duties,
3. Participation in meetings and conferences of academic and professional societies
4. Participation in a governmental commission, board, task force, or other such working group
5. Going to another site to access facilities necessary to perform University research or other duties.
6. Going to another site for accreditation, audits, reviews, etc. in furtherance of a university research, academic, or service program
7. Scholarly talks, panels, and other speaking engagements to disseminate research results and other academic or creative expressions

C. Consulting and similar services must not be permitted to interfere through conflict of interest or otherwise with a faculty member's commitment to the University. (The full text of the University's conflict of interest policy will be found in Chapter 4.)

D. Although the number of hours a faculty member devotes to consulting and similar services cannot be fixed precisely, an average of four working days per month (including travel time) during the individual's contract period is reasonable.

E. Each faculty member shall keep his or her department chair or dean informed of the nature and extent of his or her consulting and similar services.

F. All consulting and similar services that would represent potential conflicts with a faculty member's normal university duties, including time commitments in excess of an average of four working days per month, require advance approval by his or her department chair or, in a school without departments, the dean (or a designee of the chair or dean).

**G. A faculty member may not hold appointment in another educational institution without written approval in advance by the Provost; request for approval should be directed to the faculty member's department chair or, in a school without departments, the dean (or a designee of the chair or dean).**

H. The rights and obligations of faculty members with respect to patents and copyrights are covered in separate university policy and procedural statements. (See Part Two, Section I of this Chapter.)

\*approved by the Board of Trustees 10/9/73, approved by the Faculty Senate 3/31/03, approved by the University Faculty 4/23/03, approved by the Board of Trustees 5/19/03; approved by the Faculty Senate 3/28/19, approved by the Board of Trustees 6/1/19