

PART TIME (ADJUNCT/CLINICAL) JUNIOR LEVEL PROMOTION CHECKLIST

(see Faculty Appointments, Promotions, and Tenure Procedures Manual 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.

Candidate Requirements in Interfolio:

- Curriculum vitae

Department Requirements in Interfolio:

- Nominating letter from the department chair addressed to the Dean
 - Includes an explanation of the candidate's role in the department and the basis for making the promotion.
- Department CAPT vote that recommends making the promotion, indicates the date of the recommendation, and the number voting for and against.