PART TIME (ADJUNCT/CLINICAL) JUNIOR LEVEL PROMOTION CHECKLIST
(see Faculty Appointments, Promotions, and Tenure Procedures Manual for more detail)

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.

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.