

## **PART TIME (ADJUNCT/CLINICAL) SENIOR 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](mailto:SOMInterfolioSupport@case.edu).

### **Candidate Requirements in Interfolio:**

- Curriculum vitae
- List of referees
  - List of 6 referees, including email addresses, professional titles, and institution, who are well positioned to evaluate the nominee's potential for making significant contributions to the school's academic mission and the candidate's reputation in their field
  - at least 2 of these letters must be from persons who are not connected with CWRU as either faculty, student, or resident (*including the affiliate locations UH, VA, MetroHealth, and CCLCM of CWRU*)
- Teaching evaluations
- Professional self-description (optional)
  - Self-description of the candidate's professional activities (teaching, research, professional service)
  - Maximum length of two pages

### **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.