

PRETENURE EXTENSION CHECKLIST

(For more details see the Faculty Handbook, Chapter 3, Part 1, G 4-7 (page 40))

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
- Request for extension from the faculty member addressed to the department chair. This request must include the date(s) of the precipitating event. (*Not required for Parenting Extension*).
- **Notification for Parenting Extension only:** Please upload the request form in lieu of a request. The request form can be found [here](#).

Department Requirements in Interfolio:

- Request for the extension from the department chair addressed to the dean (*not required for childbirth/adoption pretenure extensions that are requested within one year of the birth/adoption*)
- Affirmative vote of the department committee on appointments, promotions and tenure (*not required for childbirth/adoption pretenure extensions that are requested within one year of the birth/adoption*)