

SECONDARY APPOINTMENT ACROSS SCHOOLS CHECKLIST

(see Faculty Handbook page 34 for more information, copied below)

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
- Faculty member's request for the appointment (addressed to the secondary department chair)
- Approval of chair of department of primary appointment
- Approval of dean of school of primary appointment

Department Requirements in Interfolio:

- Recommendation letter from the Chair of the proposed secondary appointment.
- Department CAPT vote that recommends making the appointment, indicates the date of the recommendation, and the number voting for and against.

*Secondary appointments in departments within a school are approved by the dean. Secondary appointments between schools require approval of the vice provost or provost. Please note that some schools may limit the number of secondary appointments a faculty member may hold.

* The academic rank of the secondary appointment may not be higher than that of the primary appointment. Promotion in secondary rank is not automatic with promotion in primary rank, but is subject to the recommendation of the appointing unit. The dean of the secondary appointment may authorize promotion in the secondary rank upon verification of primary appointment promotion.

From the Faculty Handbook:

Secondary appointments made after initial hiring may be made at any time, may be initiated by request of the interested faculty member, and may be granted after consideration and approval by the requested department or constituent faculty and notification of the primary department chair. Termination of a secondary appointment is at the discretion of the appointee or the secondary department. Secondary appointments permit appointees to attend departmental faculty meetings and other functions and, with approval of the secondary department, to participate in their educational and training programs, including the supervision of PhD and Masters students. They typically do not obligate a department/constituent faculty that is granting a secondary appointment to provide salary or grant full faculty rights. A faculty member may hold multiple secondary appointments. All secondary appointments require the approval of the dean of the constituent Faculty; when two constituent faculties are involved, approval of the provost is also required.