

## **SECONDARY FACULTY APPOINTMENT 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
- Request for secondary appointment addressed to the secondary department chair
  - If the candidate already holds a secondary appointment, details regarding continued commitment to each department along with the additional responsibilities with this new request must be outlined.
- Primary department chair's letter of support
  - Letter of concurrence from the home department chairman supporting this request
  - If the candidate already holds a secondary appointment, this letter must address those responsibilities in addition to new responsibilities

### **Department Requirements in Interfolio:**

- A letter from the chair of the proposed secondary department to the Dean supporting this request
- Department CAPT vote that recommends making the appointment, indicates the date of the recommendation, and the number voting for and against.

\* 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.