

## **TRANSFER FROM THE NON-TENURE TRACK TO THE TENURE TRACK CHECKLIST**

(For more details see the Faculty Handbook, Chapter 3, Part 1, B5 (page 33))

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 transfer to the tenure track (letter to the department chair from faculty member).

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

- Request for transfer to the tenure track (letter to the dean from chair of the department). This letter should explain the basis for the requested transfer.
- Copy of letter that has been issued and accepted that describes the expectation for the candidate to engage in research teaching and service and a commitment from the department to provide the resources for those activities (if the initial letter of offer satisfies this requirement, then it can be used)
- Department CAPT vote that recommends the transfer, indicates the date of the recommendation, and the number voting for and against.