

TRANSFER OF PRIMARY FACULTY APPOINTMENT CHECKLIST

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
- Verification that former department chair has been notified of the planned change
- Request for transfer of your primary appointment addressed to new chair
 - If tenured, please contact faculty affairs (facaffrs@case.edu) prior to submitting this document

Department Requirements in Interfolio:

- Request for transfer
 - Letter to the Dean from the chair of the department to which the faculty member wishes to transfer explaining the basis for the requested transfer
- The *new* department CAPT vote that recommends making the transfer, indicates the date of the recommendation, and the number voting for and against.