

TRANSFER OF PRIMARY FACULTY APPOINTMENT (CCLCM) 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.

Candidate Requirements in Interfolio:

- Curriculum vitae
- Request for transfer
 - Letter to the Dean from the faculty member who wishes to transfer, noting the change in tenure if applicable
- Verification that former chair has been notified of the planned change
 - Can be as simple as a CC on the request for transfer

Department Requirements in Interfolio:

- Nominating letter from the chair of the department to which the faculty member wishes to transfer to Gene Barnett, MD, Associate Dean of Faculty Affairs, CCLCM
 - Can be a short acknowledgment of the appointment
- Acknowledgement of the transfer by the CCLCM Faculty Affairs office