

Declaration of Candidacy for Senior Level Promotions Non-Tenure Track (NTT) 2025 - 2026, effective January 1, 2026 To be completed by the Candidate and the Department Chair/Director

Are you being considered for:

- Promotion to Associate Professor (NTT); Promotion to Professor (NTT)

To be included in the upcoming promotion cycle, all candidates for senior level promotion in the School of Medicine must submit this form by **January 6, 2025** to facaffrs@case.edu with the following subject line:

Candidate Name_Department_Campus (i.e. UH, SOM, CCLCM, VA, MHMC)_NTT_Jan 2026

Please note that all promotion materials will be submitted through Interfolio for all SOM/UH/VA candidates.

You will receive instructions following the submission of this form. **The department must submit the complete promotion packet** via Interfolio before **February 28, 2025**

1. Promotion Candidate: _____ Credentials: _____
2. Preferred Pronoun: _____
3. Candidate Email: _____
4. Department: _____
5. Department Chair: _____ Credentials: _____
Chair email: _____ Chair phone number: _____
6. Department Administrator: _____ Title: _____
Administrator email: _____ Administrator phone number: _____
7. Secondary Department (if applicable): _____
8. Secondary Department Chair: _____
Secondary Department Chair email: _____ Credentials: _____
9. Is the candidate interested in promotion in their secondary department? (If yes, promotion materials must include a nomination letter from the department chair of the secondary department) Yes No N/A
10. Candidate's Current Academic Rank: Assistant Professor Associate Professor
11. Is the department/hospital supportive of the candidate for promotion? Yes No
12. If Research-focused Non-Tenure Track: Do you identify as a team scientist? Yes No N/A
13. What is your Primary Area of Excellence? (pick one only) Teaching Service Research
14. What additional area have you made acceptable contributions in? (pick one only)
 Teaching Service Research

Please read each statement and sign below acknowledging your understanding and agreement of the promotion process requirements of the SOM at CWRU.

- ✓ My CV is current, dated, and formatted according to the School of Medicine template;
- ✓ If there are significant accomplishments to add, I will email updated CVs to Faculty Affairs throughout the review cycle and name the file "Updated CV_Candidate Name_Date";
- ✓ The submitted Teaching Evaluations do not include any other faculty members' evaluations;
- ✓ All external referees submitted meet the definition of an "arm's length" reviewer;
- ✓ All referees have been selected according to instructions and I indicate which referees I selected;
- ✓ I will not communicate directly with any of my referees regarding the promotion process; and
- ✓ I understand that all updates regarding my promotion will be communicated to me by my Department Chair and they are responsible for providing timely updates to me.
- ✓ Final decisions regarding promotions will not be made until December 2025 and will be effective January 1, 2026.

Promotion Candidate Name: _____ Date: _____

Promotion Candidate Signature: _____

Department Chair Name: _____ Date: _____

Department Chair Signature: _____