

## Full Time *Faculty Search* Process Steps

- Department Chair/Admin generates and submits **Request to Search** (only needed for full time faculty who will be on CWRU payroll) and submits to the Office of Faculty Affairs (FA) via email to [somFacultySearch@case.edu](mailto:somFacultySearch@case.edu).
- FA will assign a unique number to the *faculty search* and route the request for approval by the School of Medicine (SOM) and the University's Executive Compensation Committee. Once approved, FA will email the department with **approval to search**. The *SOM faculty search approval* expires in one calendar year. A *faculty search* more than one year old must be resubmitted to [somFacultySearch@case.edu](mailto:somFacultySearch@case.edu).
- Based on the source of support for the *faculty search* (if majority of salary will be via CWRU payroll), the department is required to follow CWRU's faculty search practices.
- Once the affirmative action process is nearing completion and a candidate has been identified, the ~~department~~ drafts an offer letter. The draft offer letter is submitted to Nicole Deming (nicole.deming@case.edu) in Word format, the candidate's CV, and if applicable, the SOM Faculty Recruitment Startup Calculation Spreadsheet. Please be sure to include the **Interfolio ID** in this email. Offer letter receive the review and approval of SOM senior administration, the Dean, and the Provost.
- An Offer letter is sent to the candidate for signature from the FA office via DocuSign.
- Once the department has a signed offer letter, they proceed with gathering the faculty appointment materials needed for CWRU Board of Trustee review using the correct checklist which can be found on the FA website - <https://case.edu/medicine/faculty-staff/faculty-affairs-hr/forms-additional-information>. New faculty appointment packets receive multiple levels of review and can take 1-3 months for junior level (Instructor, Senior Instructor, Assistant Professor) appointments and 6-12 months for senior level (Associate Professor, Professor).