

## **FULL TIME JUNIOR LEVEL PROMOTION**

(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](mailto:SOMInterfolioSupport@case.edu).

### **Candidate Requirements in Interfolio:**

- Dated Curriculum Vitae
- List of referees
  - List of 4-6 referees Including email addresses, who are well-positioned to evaluate the potential for making significant contributions to teaching and/or research programs
- Course evaluations
- Reprints (up to 5 max)

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

- Chairman's letter of support
  - Including one paragraph on what the faculty member has done to deserve promotion as well as a paragraph on what the faculty member's future role will be
- Report from the committee on appointments, promotions and tenure (dCAPT)
  - Dated and signed by the committee chair, reporting the meeting date, summary discussion and evaluation of the candidate's achievements and a numeric vote regarding the proposed promotion.
  - Votes must be in accord with committee members' voting privileges by rank.
- Three letters of support relevant to the focus of the faculty activity upon which the promotion is based.
  - Teaching evaluations are important for faculty whose major faculty activity is education.
  - Evaluations of research qualifications or activity are important for faculty who are entering the tenure track.
- For tenure track appointments only: copy of letter that has been approved by the Dean and the Provost prior to being sent to the candidate that describes the staffing, support, salary support, protected time (for MD faculty with time devoted to clinical practice) and the procedures and expectations that govern tenure track appointments – mandatory template available (if the initial letter of offer satisfies this requirement then it can be used)

For promotions to be made effective July 1, the date for submission is February 28; for promotions to be made effective January 1, the date for submission is September 15.