

TRANSFERRING FULL TIME TO PART TIME FACULTY APPOINTMENT

(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:

- Request to maintain faculty appointment
 - Should acknowledge the transition from full to part time
- Current curriculum vitae

Department Requirements in Interfolio:

- Chair approval
 - Letter from the department chair approving the faculty request to transfer their appointment from full time to part time