

FULL TIME JUNIOR LEVEL 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:

- Curriculum vitae
- Request for appointment
 - Letter requesting the faculty appointment at Case Western Reserve University School of Medicine, addressed to Dean Stan Gerson. We hope you will address your level of expertise and what your relationship with the School and University will be in your new role as a faculty member.
- List of referees
 - Including email addresses, who are well-positioned to evaluate the potential for making significant contributions to teaching and/or research programs
 - For faculty in Basic Science departments, these letters must be from persons who are not connected with CWRU as either faculty, student, or resident (including the affiliate locations UH, VA, MetroHealth, and CCLCM of CWRU)
- Proof of Terminal degree.
 - Photocopy of diploma or letter of verification from degree-granting institution
 - No documents about fellowships or residencies will be accepted

Department Requirements in Interfolio:

- Nominating letter from the department chair addressed to the Dean
 - Includes an explanation of the candidate's role in the department and the basis for making the promotion
- Department CAPT vote that recommends making the appointment indicates the date of the recommendation, and the number voting for and against.
 - Faculty rank and tenure must be separate votes and must be in accord with committee members' rank and tenure voting privilege.
- Explanation of financial resource support if salary is not already approved in vetting of offer letter
- Three letters of reference for Assistant Professor, two letters of reference for Senior Instructor and Instructor
 - For faculty in Basic Science departments, these letters must be from persons who are not connected with CWRU as either faculty, student, or resident (including the affiliate locations UH, VA, MetroHealth, and CCLCM of CWRU)
 - Please use the reference letter solicitation template provided on the website: <https://case.edu/medicine/faculty-staff/faculty-affairs/forms-additional-information>
- Copy of CWRU offer letter (stating "Before becoming effective, this appointment must be approved by the University's Board of Trustees following the policies of Case Western Reserve University.")
- Approved "Request to Initiate" form (SOM and UH/VA) – required for any faculty receiving CWRU resources
- Completed Summary of Faculty Search Survey (LCME Required Data) [submitted electronically here](#), no attachments required.

