

## FULL TIME SENIOR LEVEL APPOINTMENT CHECKLIST

(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:**

- [Curriculum vitae](#) in CWRU format
- 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.
- Professional Self-Description
  - Three pages or less, highlighting major accomplishments in the areas of research, teaching and professional service
  - Team scientists and Individual and Team scientists should be certain to explain the precise nature and extent of their contributions
  - *If a document exceeds this limit, it will be rejected and if a satisfactory document isn't received in its place only the first 3 pages of the original submission will be included in the appointment packet.*
- Teaching portfolio (REQUIRED for NTT faculty identifying teaching as a primary area of excellence)
  - Strongly encouraged for faculty identifying a primary area of excellence in Research or Professional Service
  - Teaching Portfolios may not exceed 25 pages, if a document exceeds this limit, it will be rejected and if a satisfactory document is not received in its place only the first 25 pages of the original submission will be included in the appointment packet.
- Proof of terminal degree
  - Photocopy of diploma or letter of verification from degree-granting institution
  - No documents about fellowships or residencies will be accepted
- Reprints (up to five, optional)

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

- 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.
- 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 appointment
- Explanation of financial resource support (Request for Approval of Faculty Appointment/Salary form) if not already on offer letter
- External referee spreadsheet
  - Please ensure that the external referee meets the rank requirement of the proposed faculty member for appointment
  - "Clinical" may be full-time at other Schools of Medicine. Please communicate with an external referee if needed to confirm

- 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.