

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.
- Professional Self-Description/Personal Statement
 - If not already covered in the request for appointment, full time junior level appointment candidates are asked to provide a narrative professional self-description (three pages or less) in which they highlight their major accomplishments in the areas of research, teaching, or service and comment on relevant matters not discernible from the CV (e.g., specific role within a research team; research theme in grants/articles not easily recognized by those without intimate knowledge of the field; importance to the department/school/hospital of teaching or service activity, etc.).
 - Team scientists and Individual and Team scientists should be certain to explain the precise nature and extent of their contributions.
 - If a document exceeds the 3 page 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.
- List of referees
 - Including email addresses, who are well-positioned to evaluate the potential for making significant contributions to teaching and/or research programs
 - at least 2 of 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.
- Three letters of reference
 - 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.")

- Completed Summary of Faculty Search Survey (LCME Required Data) [submitted electronically here](#), no attachments required.