

PART 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.

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 for at least 6 referees, who are well-positioned to evaluate the potential for making significant contributions to teaching and/or research programs. We will need at least 4 letters submitted to move the case forward
 - 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*), and at least one of these must be from a US institution attesting to the candidate's impact in the field
- 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 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.*

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 appointment.
- Department CAPT vote that recommends making the appointment, indicates the date of the recommendation, and the number voting for and against.
- If placing on CWRU payroll, explanation of financial resource support (Approval of Faculty Salary form) and a draft employment letter. Once appointment and employment have been approved, the final step necessary to place the faculty member on CWRU payroll is to submit a payroll data (pd) form and a copy of the signed employment letter.

