

**PART TIME (ADJUNCT/CLINICAL) SENIOR LEVEL INITIAL (NEW) APPOINTMENT
CHECKLIST**

Case Western Reserve University School of Medicine

Submit all materials to: somFacultyApptMaterials@case.edu

Forms, templates, and more detail: <http://casemed.case.edu/facultyaffairs/>

Candidate: _____

Proposed Rank: _____

Proposed Start Date: _____

Dept/Division.: _____

Loc: _____

Operating Budget #: _____

On Case payroll: ____ Y ____ N

Birth date: _____

Sex: ____ F ____ M ____ Other (_____)

Home address and phone number: _____

Office address and phone number: _____

Primary work email address &

CWRU User ID if already have one: _____

Description of appointment (please describe the nominee's anticipated activities on behalf of the department, how many hours of service annually the nominee will provide, and the location (hospital or otherwise) at which the service will be provided: _____

Application Checklist

(see **Faculty Appointments, Promotions and Tenure Procedures Manual** for more detail)

- Nominating letter from the department chair and addressed to the dean, including an explanation of the candidate's role in the department and the sources of financial support, if applicable;
- Offer letter from department chair to candidate spelling out the candidate's responsibilities that justify the appointment;
- Report from the department or system committee on appointments, promotions, and tenure, signed by the committee chair and dated, that reports the meeting date and a numeric vote regarding the proposed appointment. Votes must be in accord with committee members' voting privileges by rank.
- Candidate's *curriculum vitae* and bibliography, listing past and present research support, if any;
- Optional self-description by the candidate of his or her professional activities, maximum length 2 pages (may also be included with CV).
- List of 4 to 6 referees, including email addresses, who are well-positioned to evaluate the nominee's potential for making significant contributions to teaching and/or research programs in the department and the school of medicine; at least 2 of these letters must be from persons who are not connected with CWRU as either faculty, student, or resident.

- 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.