

Initial Search No. \_\_\_\_\_ (if applicable)

**Recommendation for  
FULL TIME JUNIOR LEVEL INITIAL (NEW) APPOINTMENT**

Case Western Reserve University School of Medicine

All materials to: Office of Faculty Affairs and Human Resources

School of Medicine, W171, location code 4915

Fax: 216/368-3013

MS Word Export To Multiple PDF Files Software - Please purchase license.

Candidate: \_\_\_\_\_ Proposed Start Date: \_\_\_\_\_

Proposed Rank: \_\_\_\_\_ Proposed Tenure Status: \_\_\_\_\_

Dept.: \_\_\_\_\_ Operating Budget #: \_\_\_\_\_ On Case payroll: Y N

SSN: \_\_\_\_\_ Birth date: \_\_\_\_\_ Minority: \_\_\_\_\_ Sex: F M

Is candidate eligible to work in US? Y N

(If candidate is not a U.S. citizen or permanent resident, board approval will be conditioned upon timely approval of appropriate visa status by the Immigration and Naturalization Service.)

Home address and phone number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office address and phone number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Primary work email address: \_\_\_\_\_

**Application Check List**

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

<http://casemed.case.edu/facultyaffairs/>

- chairman's nominating letter describing the relationship of the proposed faculty appointment to the department's academic strategy
- explanation of financial resource support (Request for Approval of Faculty Appointment/Salary form)
- copy of the letter of offer (stating "Before becoming effective, this appointment must be approved by the University's Board of Trustees in accordance with the policies of Case Western Reserve University.")
- department committee vote (for all ranks)
- curriculum vitae
- proof of terminal degree (photocopy of diploma or letter of verification from degree-granting institution)
- three** letters of reference
- affirmative action approval
- approved 'Request for Approval to Initiate Faculty Search Process' form (if applicable)