

Recommendation for
FULL TIME JUNIOR LEVEL PROMOTION
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 Rank: _____ Proposed Tenure Status: _____

Dept.: _____ Operating Budget #: _____

Application Check List

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

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

- chairman's letter of support (**including one paragraph on what the faculty member has done to deserve promotion as well as a paragraph on what the faculty member's future role will be**)
- (**for tenure track appointments only**) copy of letter that has been issued and accepted that describes the expectation for the candidate to engage in research teaching and service and a commitment from the department to provide the resources for those activities (if the initial letter of offer satisfies this requirement then it can be used)
- department committee vote
- curriculum vitae
- three** letters of support from colleagues or students/residents relevant to the focus of the faculty activity upon which the promotion is based. Teaching evaluations are important for faculty whose major faculty activity is education. Evaluations of research qualifications or activity are important for faculty who are entering the tenure track.
- copy of affirmative action approval from initial appointment, noting that the hire was made as a result of a national search (if the affirmative action approval from the initial appointment does not say that the hire was made as a result of a national search then a revised affirmative action approval is necessary)

Additional documentation such as copies of publications, letters of recommendation, course evaluations will add to the strength of the file but are not mandatory.