

Initial Search No. _____ (if applicable)

Recommendation for
FULL TIME SENIOR 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

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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 Checklist

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

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

- Nominating letter from department chair that includes explanation of need for candidate and resource allocation
- Explanation of financial resource support (Request for Approval of Faculty Appointment/Salary form)
- Offer letter from department chair to candidate. The letter must include the following passage: "Before becoming effective, this faculty appointment must be approved by the University's Board of Trustees in accordance with the policies of Case Western Reserve University".
- A memo from the department's committee on appointments, promotions and tenure that recommends making the appointment, indicates the date of the recommendation, and the number voting for and against. Faculty rank and tenure are to be reported as separate votes and must be in accord with committee members' rank and tenure voting privilege.
- Candidate's *curriculum vitae* and bibliography. (1 copy)
- Listing of past and present research support, if not included in CV (1 copy)
- Self-description of professional activities, maximum length 2 pages. May be attached to CV.
- Candidate's key reprints, a maximum of five reprints (2 copies of each). Copies are acceptable. Reprints will not be returned.

Referee lists with complete email and mailing addresses:

- External referees-suggested by candidate and nominating chair (see page 2)
- Collaborators, former mentors and colleagues-suggested by the candidate and/or the nominating chair (see page 3)
- Teaching referees (faculty colleagues and/or students, graduate students, residents and post-doctoral trainees)-suggested by the candidate (see pages 4 & 5)

- Approved 'Request for Approval to Initiate Faculty Search Process' form (if applicable)
- Proof of terminal degree (M.D. and/or Ph.D.)
- Affirmative action
 - Memo enclosed or
 - Affirmative action approval requested and pending from provost's office, pending

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Candidate's name: _____

EXTERNAL REFEREE LIST

External referees are individuals who have not been collaborators, mentors, or other persons with whom the candidate has had a direct working relationship.

Provide names and complete email and street mailing addresses – (for candidates for professor, 12-14 names; for candidates for associate professor, 10-12 names):

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COLLEAGUES/FORMER MENTORS/COLLABORATORS REFEREE LIST

Provide names and complete email and street mailing addresses - 5 maximum:

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FACULTY TEACHING REFEREE LIST (IF APPLICABLE)

This list might include subject committee chairs; curriculum coordinators; course directors; clerkship directors; residency directors.

Provide names and complete email and street mailing addresses – 4-8 suggested:

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STUDENT AND TRAINEE REFEREE LIST

This list might include current and former students; post-doctoral trainees and residents

Provide names and complete email and street mailing addresses – 3-10 suggested: