

Recommendation for
FULL TIME SENIOR 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/>

- nominating letter from the department chair to the dean
- if applicable, nominating letter(s) from chair(s) of department(s) where the candidate holds secondary appointment(s)
- all teaching evaluations, current and past formal student course evaluations, collected by the department
- committee vote, dated and signed by the committee chair that lists the numeric vote, separating the vote for promotion and the one for tenure consideration
- curriculum vitae and bibliography. **Optional** – self-description of the candidate’s professional activities, maximum length of two pages, may be attached to CV.
- teaching portfolio (required if candidate is in non-tenure track with greatest strength in teaching)
- key reprints, maximum of five
- referee lists with complete email and mailing addresses:
 - external referees-selected by nominating chair
 - external referees-selected by candidate
 - collaborators, former mentors and colleagues-selected by chair and candidate
 - faculty teaching referees-selected by candidate
 - list of students, graduate students, residents and post-doc trainees who can be asked to provide an evaluation-selected by candidate
 - chief residents from previous three years, if candidate teaches residents-provided by chair
 - other