

**Recommendation for  
PART TIME (ADJUNCT/CLINICAL) 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 Rank: \_\_\_\_\_ Proposed Start Date: \_\_\_\_\_

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 the department's academic strategy
- if placing on Case Western Reserve payroll, explanation of financial resource support (Request for Approval of Faculty Appointment/Salary form) and Payroll Data (pd) form)
- department committee vote (for Adjunct or Clinical Assistant Professor)
- curriculum vitae