

**Recommendation for
PART TIME (ADJUNCT/CLINICAL) 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

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 Checklist

(see Faculty Appointments, Promotions and Tenure Procedures Manual for more detail)
<http://casemed.case.edu/facultyaffairs/>

- Nominating letter from the department chair and addressed to the dean, including an explanation of the candidate's role in the department and the sources of financial support, if applicable;
- Offer letter from department chair to candidate spelling out the candidate's responsibilities that justify the appointment;
- Report from the department or system committee on appointments, promotions, and tenure, signed by the committee chair and dated, that reports the meeting date and a numeric vote regarding the proposed appointment. Votes must be in accord with committee members' voting privileges by rank.
- Candidate's *curriculum vitae* and bibliography, listing past and present research support, if any;
- Optional self-description by the candidate of his or her professional activities, maximum length 2 pages. May be attached to CV.
- 4 to 6 letters from referees (along with email addresses) who are well-positioned to evaluate the nominee's potential for making significant contributions to teaching and/or research programs in the department and the school of medicine; at least 2 of these letters must be from persons who are not connected with CWRU as either faculty, student, or resident.

- 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)