

**Recommendation for  
SECONDARY 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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Candidate: \_\_\_\_\_

Proposed Rank: \_\_\_\_\_ Proposed Start Date: \_\_\_\_\_

Dept.: \_\_\_\_\_ Operating Budget #: \_\_\_\_\_

**Application Check List**

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

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

- A letter from the candidate to the chairman of the department of the secondary appointment requesting consideration for a secondary appointment
- A letter from the chairman of the department of the secondary appointment to the dean supporting this request
- A letter of concurrence from the home department chairman supporting this request
- curriculum vitae