

**Recommendation for
VISITING 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)
- curriculum vitae
- regular affirmative action approval **or** affirmative action approval for a Short-Term Visiting Appointment