

Initial Search No. \_\_\_\_\_ (if applicable)

**FULL TIME JUNIOR LEVEL INITIAL (NEW) APPOINTMENT CHECKLIST**

Case Western Reserve University School of Medicine

Submit all materials to: [somFacultyApptMaterials@case.edu](mailto:somFacultyApptMaterials@case.edu)

Forms, templates, and more detail: <http://casemed.case.edu/facultyaffairs/>

Candidate: \_\_\_\_\_ Proposed Start Date: \_\_\_\_\_

Proposed Rank: \_\_\_\_\_ Proposed Tenure Status: \_\_\_\_\_

Proposed leadership position (Division Chief, Director) if applicable (title) \_\_\_\_\_

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

Birth date: \_\_\_\_\_ Gender: \_\_\_ M \_\_\_ F \_\_\_ Other ( \_\_\_\_\_ ) On Case payroll: \_\_\_ Y \_\_\_ N

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.)

Ethnicity (it is illegal to ask but legal to make reasonable inferences); please check one:

\_\_\_ African American/Black    \_\_\_ Asian    \_\_\_ non-Hispanic White    \_\_\_ Other ( \_\_\_\_\_ )  
\_\_\_ American Indian/Native Alaskan    \_\_\_ Hispanic/Latino    \_\_\_ Pacific Islander/Hawaiian Native

Home address & phone number: \_\_\_\_\_  
\_\_\_\_\_

Cell Number: \_\_\_\_\_  
\_\_\_\_\_

Office address & phone number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Primary work email address & CWRU User ID (if already have one) \_\_\_\_\_

**Application Check List**

- approved 'Request to Initiate Faculty Search for Full Time Faculty' form (SOM and UH/VA)
- explanation of financial resource support (Approval of Faculty Salary form) if salary is not already approved in vetting of offer letter
- affirmative action approval (if proposed faculty member is to be wholly or majority employed by CWRU)
- Chair's nominating letter describing the candidate's qualifications for appointment at the rank proposed and his/her anticipated role
- copy of offer letter (stating "Before becoming effective, this appointment must be approved by the University's Board of Trustees in accordance with the policies of Case Western Reserve University." and other verbiage as required by the appropriate template)
- department committee vote (for all ranks)
- curriculum vitae
- proof of terminal degree (photocopy of diploma or letter of verification from degree-granting institution)
- three** letters of reference, (use reference letter solicitation template provided on website)

\*Postdoctoral fellows/scholars, residents, & clinical fellows are not eligible for concurrent full-time faculty appointments.