

**PART TIME (ADJUNCT/CLINICAL) JUNIOR LEVEL INITIAL (NEW) APPOINTMENT
CHECKLIST**

Case Western Reserve University School of Medicine

Submit all materials to: somFacultyApptMaterials@case.edu

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

Candidate: _____

Proposed Rank: _____ Proposed Start Date: _____

Dept.: _____ Operating Budget #: _____

On Case payroll ____ Y ____ N Birth date: _____

Sex: ____ F ____ M ____ Other (_____)

Home address and phone number: _____

Office address and phone number: _____

Primary work email address &
CWRU User ID if already have one: _____

Description of appointment (please describe the nominee's anticipated activities on behalf of the department, how many hours of service annually the nominee will provide, and the location (hospital or otherwise) at which the service will be provided: _____

Application Check List

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

- chairman's nominating letter describing the candidate's qualifications for appointment at the rank proposed and his/her anticipated role
- department committee vote (for Adjunct or Clinical Assistant Professor)
- curriculum vitae

- if placing on CWRU payroll, explanation of financial resource support (Approval of Faculty Salary form) and a **draft** employment letter. Once appointment and employment have been approved, the final step necessary to place the faculty member on CWRU payroll is to submit a payroll data (pd) form and a copy of the signed employment letter.

Is the candidate currently a chief resident or clinical fellow? ____yes ____ no

If yes, what is the duration (end date) of that position? _____

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