

MEMORANDUM

To: Department Chairs and Administrators
From: Daniel E. Anker, Ph.D., J.D.
Associate Dean for Faculty Affairs and Human Resources

Below are the procedures for nominating full-time faculty for promotion to senior rank (associate professor and professor) and for the award of tenure to be effective July 1, 2009. Please pay particular attention to the new Teaching Portfolio Outline for Non-Tenure Track 2008-09 Promotion Candidates who identify **Teaching** as their primary strength.

The Faculty Affairs Office will continue to request all promotion material be submitted on disk. This process will also apply to all material submitted for full-time faculty appointments at the senior level. Junior level appointment and promotion material will remain on an all-paper basis.

Please take the following actions according to the schedule below:

1. Please load all promotion materials onto a separate disk for each candidate, labeled, and have the disk(s) delivered to Preston Pugh in the Faculty Affairs and Human Resources Office (SOM W171) **no later than Friday, May 30, 2008.**
2. Please provide one hardcopy (paper) file for each candidate by the same date.
3. By email, please provide both Preston (plp5@case.edu) and me (dxa2@case.edu) a list of all your candidate for promotion and tenure using the following format:

Candidate Name current rank current tenure status proposed for

If the person is nominated for both promotion and tenure please be sure to note that in the "proposed for" column.

Please call me (368-2821) if you have any additional questions.

Thank you.