

This page to be completed by the Chair and sent to the Dean (c/o Dan Anker) to nominate a candidate for conditional faculty appointment.

**Request for Dean's Approval of
A Conditional Faculty Appointment**

Name of Nominee: _____

Chair making request: _____

Clinical Department: _____

Title of clinical position to be filled: _____

Detailed description of the exceptional circumstance and urgent clinical need generating the proposed appointment

Statement of sources and amount of salary and other support:

N.B.: Any and all salary and benefits to be paid a Conditional Faculty member must be paid through non-University funds and budgets.

Please attach the candidate's Curriculum Vitae and any other supporting material to this form.

Appendix N

The accompanying form letter is to be sent by the chair to a conditional faculty nominee, signed by the nominee, returned to the chair and then sent to the Dean (c/o Dan Anker) with the Request for Dean's Approval form and the nominee's c.v.

Form Letter
Offering Conditional Faculty Appointment

date

candidate's name
candidate's address

Re: Conditional Faculty Appointment

Dear Dr. _____:

It is my pleasure to offer you a conditional appointment as _____ [academic rank] _____ in the Department of _____ of the Case Western Reserve University School of Medicine. As a conditional appointee, you will be eligible and expected to provide the following clinical and other faculty services: _____.

During the period of your conditional appointment, which may not exceed six months, you will receive compensation and benefits as we have previously discussed. All compensation and benefits will be paid by and through non-University sources. I will also immediately begin gathering the materials required for proposing your regular faculty appointment.

Your regular faculty appointment is contingent upon formal approval by the Board of Trustees of Case Western Reserve University. Although you may begin rendering services and receiving salary and benefits immediately, your appointment will remain a conditional one until Board approval occurs. Until that time, you will not be considered a regular member of the University faculty entitled to the rights and privileges provided for in the Faculty Handbook. Accordingly, we ask that you refrain from listing the conditional appointment on your curriculum vitae, business cards, websites, or stationery.

If this offer is acceptable to you, please acknowledge your acceptance and agreement with its terms by signing and dating the enclosed duplicate original of this letter in the space provided for that purpose and returning that letter to me. Your conditional appointment will be effective when the Dean countersigns the letter, a copy of which I will forward to you.

Sincerely yours,

Department Chair

Accepted and agreed to this _____ day of _____, 200__.

[nominee's name]

Ralph I. Horwitz, M.D.
Dean, School of Medicine, and
VP for Medical Affairs