

**JUNIOR LEVEL FULL TIME FACULTY
PROMOTION COVER SHEET
CASE WESTERN RESERVE UNIVERSITY
SCHOOL OF MEDICINE**

Name: _____

Please complete:

Proposed -	Rank	_____
	Tenure Status	_____
	Department	_____
	OPR #	_____

Application Check List

___ chair's letter of support (**including one paragraph on what the faculty member has done to deserve promotion as well as a paragraph on what the faculty member's future role will be**)

___ copy of letter of offer that has been issued and accepted that describes the expectation for the candidate to engage in research, teaching and service and a commitment from the department to provide the resources for those activities (if the original letter of offer satisfies this requirement then it can be used) (**for tenure track appointments only**)

___ department Committee on Appointments, Promotion and Tenure vote

___ curriculum vitae

___ **three** letters of support from colleagues or medical students/graduate students/post-graduate students/residents relevant to the activity upon which the promotion is based

___ copy of Affirmative Action Approval for initial appointment or revised Affirmative Action Approval if necessary (note – an instructor/senior instructor must have been hired as the result of a national search in order to be eligible for promotion to assistant professor)

Additional documentation such as copies of publications, letters of recommendation, course evaluations will add to the strength of the file but are not mandatory