

APPLICATION FOR CWRU APPROVAL OF ADJUNCT OR CLINICAL APPOINTMENT  
AT ANOTHER EDUCATIONAL INSTITUTION

Please provide

1. A letter from the department chair to Pamela B. Davis, MD, PhD, Dean, School of Medicine, BRB 110, LC: 4915 requesting approval of the outside appointment and indicating the department chair's support for the request;
  2. The faculty member's current CV; and
  3. This form with all entries complete.
- Send (or fax: 216/368-3013) all three to Dan Anker, Faculty Affairs Office, SOM, W171, LC: 4915.

Faculty Member: \_\_\_\_\_  
First name Middle Initial Last name Degree(s)

Academic Department at CWRU (not division or unit): \_\_\_\_\_

Current CWRU rank: \_\_\_\_\_

Requesting adjunct or clinical appointment at \_\_\_\_\_  
Name of outside institution

Rank of outside appointment: \_\_\_\_\_

Description of the teaching, research, and other responsibilities providing the basis of the appointment at the outside institution and the approximate percentage of full-time effort required. Attach additional pages if required.

From the CWRU Faculty Handbook:

***III. Non-University Activities of Faculty Members During the Contractual Period***

- A. Faculty members may extend their professional development by accepting opportunities for outside consulting and similar services in their fields of specialization.
- B. Outside activities must not be permitted to interfere through conflict of interest or otherwise with a faculty member's primary commitment to the University. (The full text of the University's conflict of interest policy will be found in Chapter 4.)
- C. Each faculty member shall keep his or her department chair or dean informed of the nature and extent of his or her consulting.
- D. All outside activities which represent potential conflict with a faculty member's normal University duties require advance approval by his or her department chair or dean.
- E. A faculty member may not hold appointment in another educational institution without written approval in advance by the University administration [the Provost]; [a] request for approval should be directed to the faculty member's department chair or dean.

For faculty affairs office use:

Approved by department chair: \_\_\_\_\_

Approved by Dean, SOM: \_\_\_\_\_