How to Apply
– Screenshots

CCLCM College Portal

- Only use **Chrome or Firefox** browser (not IE)
- Always accessible on internet
  - Search CCLCM Portal and choose the first one

welcome to your CCLCM Faculty Application!

For details regarding the faculty application process, please visit the **Faculty Affairs** website.
Please follow the steps below to get started.

Some internet browsers do not work with the online application. The recommended browsers for the application are Chrome or Firefox.
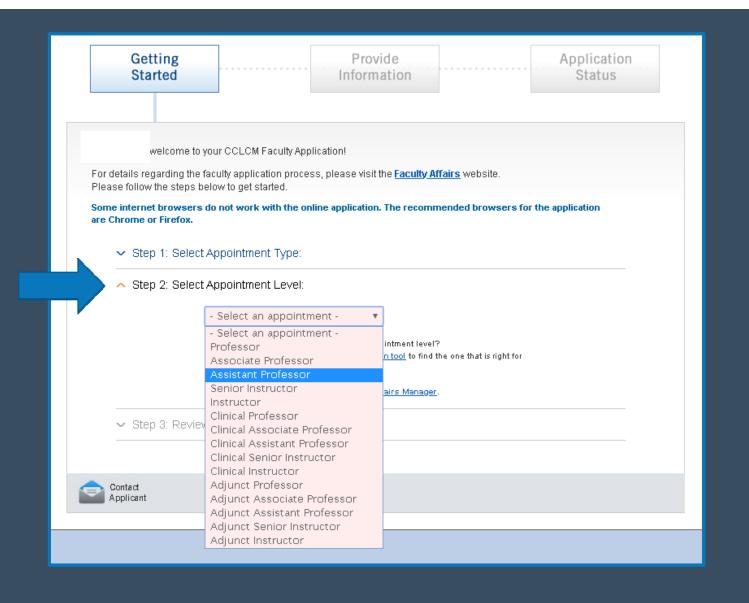
⌃ Step 1: Select Appointment Type:

○ New Appointment
Select if you have no current appointment.

○ Transfer
Select if you are transferring a current CWRU faculty appointment.
You will be able to apply for a promotion or secondary appointment at CCLCM only
after you transfer your current CWRU appointment to CCLCM.

If you would like to apply for a visiting appointment then please contact the **Faculty Affairs Manager**.

⌄ Step 2: Select Appointment Level:

⌄ Step 3: Review your Requirements:

Getting Started	Provide Information	Application Status

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˅ Step 1: Select Appointment Type:

˄ Step 2: Select Appointment Level:

- Select an appointment - ▼

- Select an appointment -
Professor
Associate Professor
Assistant Professor
Senior Instructor
Instructor
Clinical Professor
Clinical Associate Professor
Clinical Assistant Professor
Clinical Senior Instructor
Clinical Instructor
Adjunct Professor
Adjunct Associate Professor
Adjunct Assistant Professor
Adjunct Senior Instructor
Adjunct Instructor

intment level?

n tool to find the one that is right for

airs Manager.

˅ Step 3: Review

Contact
Applicant

Step 3: Review your Requirements:

You have selected a new appointment to Assistant Professor
Please read the requirements below.

REQUIREMENTS WORKSHEET for:

New Appointment to Assistant Professor
Time Frame to Approval: 10 to 12 months

print entire worksheet

General Considerations:

- Must be a member of Cleveland Clinic professional staff or PharmD.
- Must declare a "primary area of excellence" as either clinical service, including clinical research; teaching; or research.
- If you choose Teaching you must have a reputation as an educator and education should be the subject of your publications and presentations. Therefore, for the majority of candidates, teaching would only be a secondary area of excellence.
- If you choose Research (laboratory/bench), you can conduct your research as either an independent, team, or a hybrid of both.
- Along with a primary area of excellence, you should also provide evidence of acceptable contributions in one or more of the other two categories.
- Please read the CWRU Appointment and Promotion Standards for more detailed information.
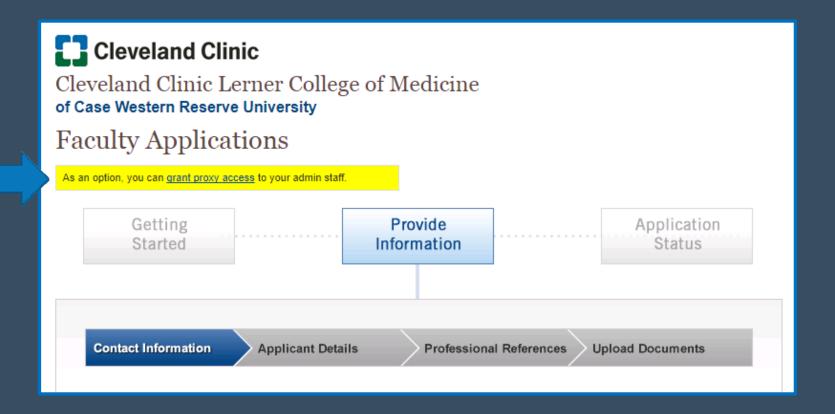
Required application materials: **expand all**
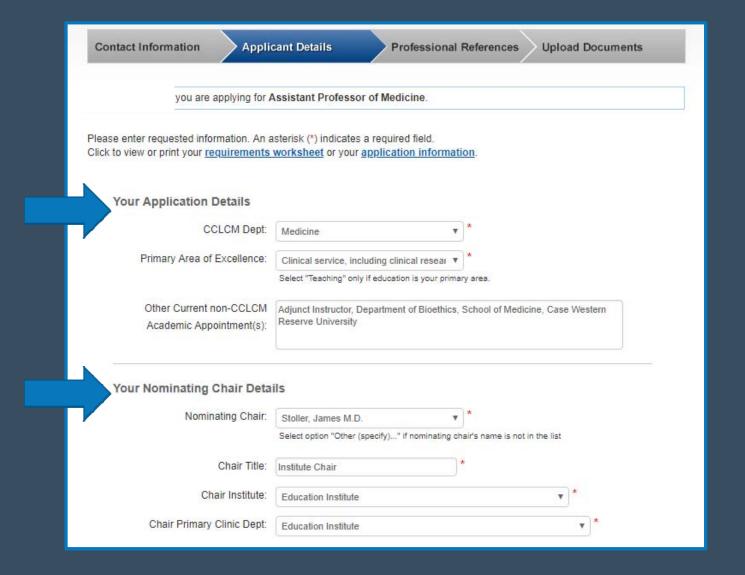
1. **Online application submission** *(required)*
2. **CV** *(required)* ▶ **Download CV Template**
3. **Chair's Nomination Letter** *(required)* ▶
4. **Terminal Degree(s) - MD and/or PhD only** *(required)*
5. **Referee Names** *(Colleague-6 names)* ▶
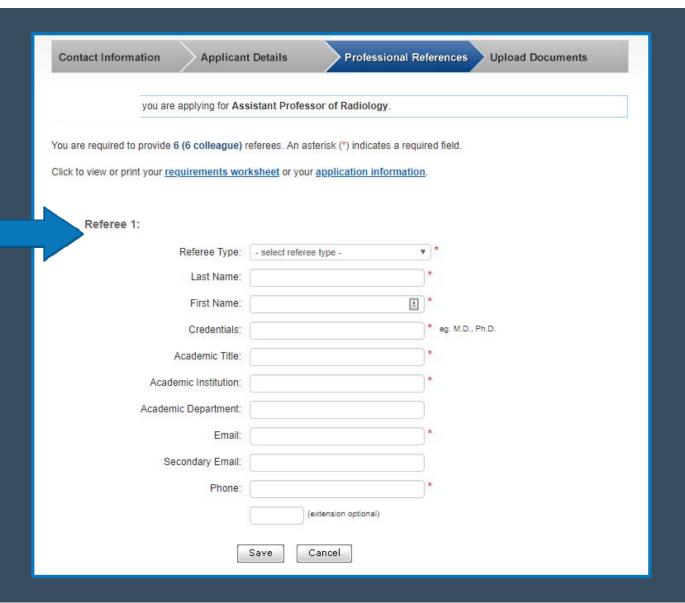
If you would like to apply for a new appointment to Assistant Professor, **click the Save and Proceed button below to continue.**

If you do not want to apply for this position, **then go back to Steps 1 and 2 to change your selection.**

Save and Proceed

you are applying for **Assistant Professor of Medicine.**

Please enter requested information. An asterisk (*) indicates a required field.
Click to view or print your **requirements worksheet** or your **application information.**

Your Application Details

CCLCM Dept: [Medicine ▼] *

Primary Area of Excellence: [Clinical service, including clinical resear ▼] *
Select "Teaching" only if education is your primary area.

Other Current non-CCLCM Academic Appointment(s): [Adjunct Instructor, Department of Bioethics, School of Medicine, Case Western Reserve University]

Your Nominating Chair Details

Nominating Chair: [Stoller, James M.D. ▼] *
Select option "Other (specify)..." if nominating chair's name is not in the list

Chair Title: [Institute Chair] *

Chair Institute: [Education Institute ▼] *

Chair Primary Clinic Dept: [Education Institute ▼] *

you are applying for **Assistant Professor of Radiology**.

You are required to provide **6 (6 colleague)** referees. An asterisk (*) indicates a required field.

Click to view or print your **requirements worksheet** or your **application information**.

Referee 1:

Referee Type:	- select referee type - ▼	*
Last Name:		*
First Name:		*
Credentials:		* eg. M.D., Ph.D.
Academic Title:		*
Academic Institution:		*
Academic Department:		
Email:		*
Secondary Email:		
Phone:		*
	(extension optional)	

Save Cancel

Getting Started	Provide Information	Application Status

Contact Information	Applicant Details	Professional References	**Upload Documents**

you are applying for **Assistant Professor of Radiology**.

Please upload your documents for the appropriate categories. Once you have uploaded your documents, you will need to select the ones that you would like to use for your application. An asterisk (*) indicates a required document.
Click to view or print your **requirements worksheet** or your **application information**.

Document(s)

CV *
(Only 1 required)

Curriculum Vitae. Download **CV template** or click **My CV builder** to build your CV in the CCLCM format.

Click to upload your CV
Please upload your CV as a PDF file.

Chair's Nomination Letter *
(Only 1 required)

Indicating level of proposed appointment and proposed CCLCM department.

Click to upload your Chair's Nomination Letter

Terminal Degree(s) - MD and/or PhD only *
(Required)

Photocopy of terminal degree(s)

Click to upload your Terminal Degree(s) - MD and/or PhD only

Upload PDF Documents

close

Please upload your documents for the appropriate categories. Once you have uploaded your documents, you will need to select the ones that you would like to use for your application. An asterisk (*) indicates a required document.

Document(s)

CV *
(Only *1* required)

Curriculum Vitae. Download **CV template** or click | My **CV**builder | to build your CV in the CCLCM format.

Click to upload your CV
Please upload your CV as a PDF file.

You have uploaded the following documents:

File Name	Use	Accepted	
CV Oct32017.pdf	◉	✓	10/04/2017 2:18 PM
62017.pdf	○	not used	1/26/2017 12:27 PM
icvapr172017.pdf	○	not used	4/17/2017 2:24 PM
icvapr172017.pdf	○	not used	4/17/2017 2:25 PM
icvjan82017.pdf	○	not used	1/15/2017 4:00 PM

Withdraw or Change Application

To **withdraw your application**, please click here.
Please note that your application information will be saved.

To **change your appointment**, please click here.
Please note that your application information will be saved.

To inactivate application,
click here.

Save and Proceed   **Save and Exit**
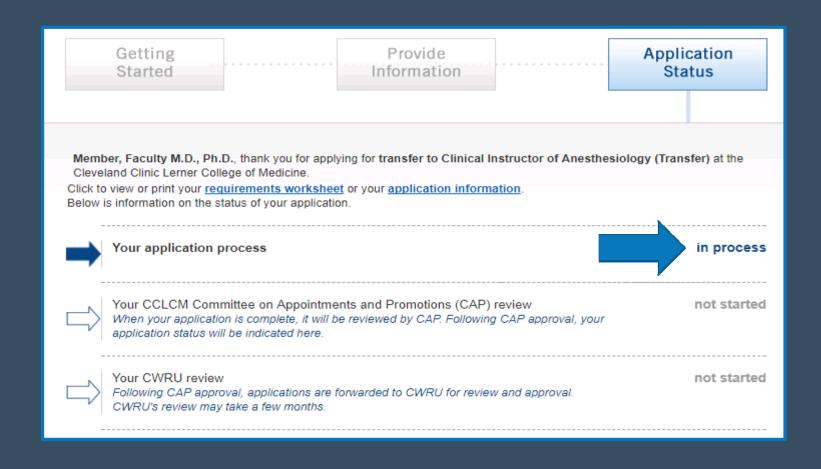
Submit Application for Processing

Done; Application in Process

Application; Review or Change

- You can update some documents after submittal
- Upload new versions of your CV anytime