CCLCM Faculty Appointment Process

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All appointments are non-tenure

- You will receive these CWRU Benefits
 - CWRU ID Card
 - CWRU email address & network access
 - Use of CWRU gym for those in Cleveland
 - Discounts at CWRU bookstore
 - Possible electronic access to CWRU libraries; this is dependent on your work location

LCME Accrediting Body

- Liaison Committee on Medical Education is the U.S. Department of Educationrecognized accrediting body for programs leading to MD degree in U.S. and Canada
- Jointly sponsored by AMC and AMA
- All staff must have faculty appointments

Start your own application

- Choose regular track or clinical track
- Either track allows you the choice to teach
- Faculty Affairs will facilitate a Clinical or Adjunct Assistant Professor appointment for you if you do not apply for your own rank within a few months of employment

Reasons to become faculty

- Cleveland Clinic is an academic medical center and teaching hospital
- Recognizes your involvement and dedication to teaching and research
- So your staff and academic rank match
- Necessary for many types of grants/awards

Transfer Appointments

- A transfer is only for those who are moving directly from a CWRU affiliated institution:
 - MetroHealth System
 - University Hospitals
 - VA Cleveland Medical Center
- Your CWRU appointment moves to CCLCM
- After, you can choose a different rank

Regular Track Ranks

- Professor
- Associate Professor
- Assistant Professor

Allows you to vote on CWRU SOM issues

Required for Regular Track

- Your CV must be in the new CCLCM Template format
- It is very important to have a neat and well organized CV
- CVs with mislabeled publications or missing start-end dates can be rejected by the review committees

Clinical Track Ranks

- Clinical Professor (or Adjunct)
- Clinical Associate Professor (or Adjunct)
- Clinical Assistant Professor (or Adjunct)

 GME Residents/Fellows can apply for Clinical Instructor (or Adjunct)

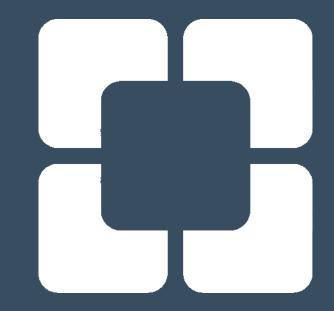
Changing Appointment Rank

- If you move up in the same track it is a Promotion
 - You should do this when you meet the requirements which vary for each rank
- If you move from clinical to regular track or vice versa it is a New Appointment
 - You can do this at anytime

Submission Deadlines

- Regular Track <u>Promotion</u> to Associate Professor <u>or</u> to Professor
 - January 31st each year
- Emeritus Appointments
 - August & January each year
- All other appointments (new, junior promotions, etc.)
 - No deadlines

Faculty Affairs Website – Screenshots

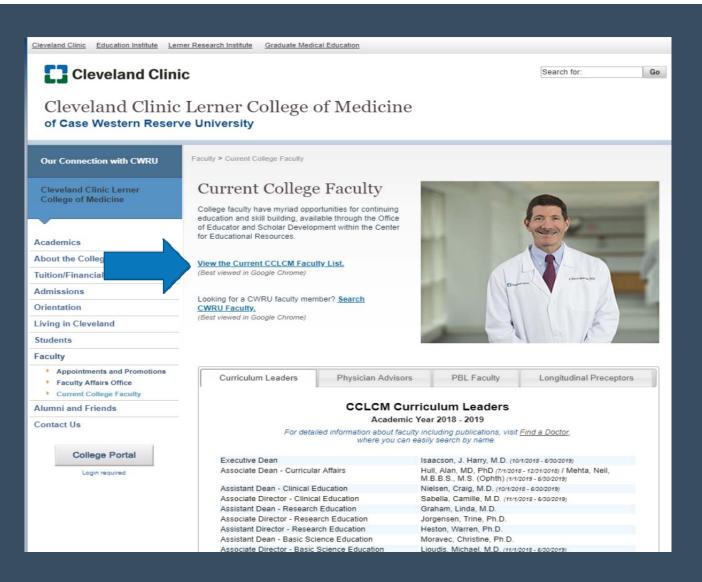


CCLCM Website

- Requirements Worksheet have up-tp-date appointment details
- Comparison Tool for deciding between appointments and tracks
- These slides are also on our website

Cleveland Clinic Lerner College of Medicine of Case Western Reserve University

Our Connection with CWRU	Faculty		
Cleveland Clinic Lerner College of Medicine	Faculty		
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About the College			
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Appointments and Promotions Faculty Affairs Office Current College Faculty			stine Moravec, PhD, Linda Graham, MD, Neil Mehta, MBBS, MS, S. Beth Bierer, PhD, Kathleen Franco, MD
Alumni and Friends			nd scientists serve as faculty members, dedicating their time Our medical students consistently report that they are not or
Contact Us	graciously welcomed by facult	y, but also treated like collea	gues.
			earch advisor who work with you to help ensure successful
College Portal	progress through the program	2 	
Login required			Q. 2
	Appointments and Promotions	Faculty Affairs Office	Current College Faculty
	Apply for an appointment or promotion, and more.	Learn who to contact for faculty affairs, find faculty policies, and more.	Our faculty members are not only exceptional physicians and scientists, but they also



Appointment Timelines



Regular Track Timelines

- Professor
 - 12 to 14 months
- Associate Professor
 - 12 to 14 months
- Assistant Professor
 - 6 to 9 months

Clinical Track Timelines

- Clinical Professor
 - 6 to 8 months
- Clinical Associate Professor
 - 6 to 8 months
- Clinical Assistant Professor
 - 1+ month

Promotion Timeline (only)

- January 31st each year –CCLCM applications due
- <u>Spring/Summer</u> –apps processed and CAP votes
- <u>Fall</u> –approved apps sent to CWRU
- <u>Winter following year</u> CWRU CAPT votes
- <u>Spring following year</u> –CWRU Dean, Provost, President & BOT votes
- June 20th following year –BOT approval is shared
- July 1st following year Approved apps are effective

Other Timelines

- Clinical Instructor and Transfer
 - 1 to 3 months
- Emeritus
 - 6+ months
- Senior Regular Track Promotions
 - 18 months (deadline is every 1/31)

<u>Glossary</u>

Adjunct –clinical track appointments for those with a PhD degree CCLCM – Cleveland Clinic Lerner College of Medicine CCLCM CV Template -template that is required for full-time applications CV –curriculum vitae, upload a new version into your application whenever you have updates or changes CWRU – Case Western Reserve University Clinical –clinical track appointments for those with a MD degree LCME –Liaison Committee on Medical Education, our accrediting body New Appointments –pick this even if you have a current appointment, as long as you are moving from one track to another track; example clinical assistant professor to assistant professor Non-tenure –CCLCM appointments are always in the non-tenure track Primary Area of Excellence – must be chosen when you start your application; usually "Clinical service, including clinical research", or "Research", or very few choose "Teaching" Promotion -moving to the next higher level appointment in the same track, Senior Promotions have a strict timeline Proxy Access –grant your administrative assistant proxy access to your CCLCM application PS –personal statement, written in first person narrative Referees Names -needed for many appointments and can never be contacted by the candidate Secondary Application – can only be done after you are appointed and always at the same rank Terminate – CCLCM appointments always terminate when your staff appointment with CC or an affiliate ends Transfer Application –can only transfer a current CWRU appointment from UH, Metro, or VA to CCLCM



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