

# CCLCM Faculty Appointment Process

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## Contact Information

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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 Education-recognized 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 Promotion to Associate Professor or 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-to-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

Cleveland Clinic Lerner  
College of Medicine

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Alumni and Friends

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Faculty

## Faculty



Back row, left to right: J. Harry (Bud) Isaacson, MD, FACP, Christine Moravec, PhD, Linda Graham, MD, Neil Mehta, MBBS, MS, Gene H. Barnett, MD Front row, left to right: Craig Nielsen, MD, S. Beth Bierer, PhD, Kathleen Franco, MD

Many of the 3,600-plus Cleveland Clinic staff physicians and scientists serve as faculty members, dedicating their time to teaching and developing future physician investigators. Our medical students consistently report that they are not only graciously welcomed by faculty, but also treated like colleagues.

As a student, you have both a physician advisor and a research advisor who work with you to help ensure successful progress through the program.



### Appointments and Promotions

Apply for an appointment or promotion, and more.



### Faculty Affairs Office

Learn who to contact for faculty affairs, find faculty policies, and more.



### Current College Faculty

Our faculty members are not only exceptional physicians and scientists, but they also are excellent teachers.



Search for:  Go

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Faculty > Current College Faculty

## Current College Faculty

College faculty have myriad opportunities for continuing education and skill building, available through the Office of Educator and Scholar Development within the Center for Educational Resources.

[View the Current CCLCM Faculty List.](#)

*(Best viewed in Google Chrome)*

Looking for a CWRU faculty member? [Search CWRU Faculty.](#)

*(Best viewed in Google Chrome)*



Curriculum Leaders

Physician Advisors

PBL Faculty

Longitudinal Preceptors

### CCLCM Curriculum Leaders

Academic Year 2018 - 2019

For detailed information about faculty including publications, visit [Find a Doctor](#) where you can easily search by name.

Executive Dean	Isaacson, J. Harry, M.D. (10/1/2018 - 6/30/2019)
Associate Dean - Curricular Affairs	Hull, Alan, MD, PhD (7/1/2018 - 12/31/2018) / Mehta, Neil, M.B.B.S., M.S. (Ophth) (1/1/2019 - 6/30/2019)
Assistant Dean - Clinical Education	Nielsen, Craig, M.D. (10/1/2018 - 6/30/2019)
Associate Director - Clinical Education	Sabella, Camille, M.D. (11/1/2018 - 6/30/2019)
Assistant Dean - Research Education	Graham, Linda, M.D.
Associate Director - Research Education	Jorgensen, Trine, Ph.D.
Assistant Director - Research Education	Heston, Warren, Ph.D.
Assistant Dean - Basic Science Education	Moravec, Christine, Ph.D.
Associate Director - Basic Science Education	Lipudis, Michael, M.D. (11/1/2018 - 6/30/2019)



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

## Glossary

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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Lerner College of Medicine  
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