

<b>Instructions Regarding</b>	<b>Request to CWRU for Approval of an Outside Appointment in the Clinical or Adjunct Rank</b> (For Regular Track Faculty Only)
<b>Approval Timeline</b>	6 - 18 months for CWRU approval
<b>Date</b>	March 1, 2023
<b>Questions Contact</b>	<a href="mailto:FacultyAffairsCCLCM@ccf.org">FacultyAffairsCCLCM@ccf.org</a>

**Cleveland Clinic Lerner College of Medicine (CCLCM) of Case Western Reserve University (CWRU) School of Medicine (SOM) appointments are in the non-tenure track and terminate simultaneously with ANY type of departure from Cleveland Clinic Foundation and/or affiliates.**

### General Information

- Per CWRU Faculty Handbook\*, all regular track (full-time) CCLCM faculty (Instructor, Senior Instructor, Assistant Professor, Associate Professor, and Professor) must request approval for any Clinical or Adjunct (part-time) appointments at outside academic institutions. Additional full-time appointments are NOT permitted.
- If your Outside Appointment is Full-Time, per CWRU guidelines, you can only have ONE Full-Time Faculty Appointment. To be in agreeance, you need to change your Outside Full-Time Appointment to Clinical Part-Time. Once changed, you can apply.
- If your Outside Appointment is at a CWRU Affiliate (UH, MH, CWRU, VA), you should start a [Transfer Application](#) instead.
- The appointment must not interfere with current responsibilities at CCF or CCLCM of CWRU.
- A separate application must be completed for each outside institution.
- This is a one-time approval process for each outside institution.
- All requests must go through the CCLCM Office of Faculty Affairs which will submit the documents to CWRU for approval.
- **After CWRU approval, you will be notified via email.**

### Documents Required for Application

(Send ONE email to [FacultyAffairsCCLCM@ccf.org](mailto:FacultyAffairsCCLCM@ccf.org) with each document attached as a PDF)

#### 1. Department Chair Email Request

A copy/PDF of the email to your Department Chair requesting approval of the outside appointment. *To aid your chair in this process, the email needs to cover ALL bullet points below to allow your chair to respond with a brief agreement statement (see below).*

#### Sample Email:

Dear Chair,

I am applying for an Outside appointment with CCLCM of CWRU. Outside appointments are when a regular track (full-time) CCLCM faculty member wants a clinical or adjunct (part-time) appointment for teaching outside of CWRU. Below is the justification of why I feel my outside part-time appointment will not conflict with or affect my work with CCLCM or CWRU:

- Current Academic Rank and Department: **[Regular Track Rank]** of **[CCLCM Department]**
- **Name the outside institution and what faculty rank you have**
  - *Note: if the outside institution grants medical degrees (e.g., MD, DO, PA, CNP, CRNA, etc.) you will also need to complete #3 on page 2*
- **Describe briefly the teaching responsibilities you will perform at the outside institution and who the learners are**

- Explain briefly how this is NOT a conflict with your commitment to CCLCM and CWRU
- Explain briefly how this compliments or expands the opportunity of CWRU
  - e.g., if CWRU does not offer courses in the department you are teaching
- Give an estimate of the approximate percentage of required full-time effort
- Give the number of days and time you will spend at the outside institutions' campus or, note if this teaching commitment is remote or completed with students rotating through your Cleveland Clinic work department
- Explain that you are requesting approval now because you did not realize you needed permission in advance

If you agree with my information above and that my outside appointment will not conflict with my work at CCLCM or CWRU, please respond to this email with the following acceptance:

**“I agree that this will not conflict with CCLCM or CWRU and look forward to the approval of this outside appointment by Dean Gerson and CWRU.”**

I will include your email response in my application packet. If you have any questions, please contact [CCLCM Faculty Affairs](#)

Best regards,  
[Your Name]

## 2. Department Chair Approval Email

A copy/PDF of the email from the Department Chair agreeing to your request to seek a clinical or adjunct (part-time) appointment at an institution outside of Case Western Reserve University. The chair's email can be brief and should say:

**“I agree that this will not conflict with CCLCM or CWRU and look forward to the approval of this outside appointment by Dean Gerson and CWRU.”**

## 3. CCLCM Academic Chair Approval Email

A copy/PDF of the email from your CCLCM Academic Chair in support of your outside faculty appointment with CCLCM. You should email the academic chair using your ongoing email chain (so they can see the other approval) along with your CV. (Current list of CCLCM Academic Chairs shown on page 4).

**“I agree that this will not conflict with CCLCM or CWRU and look forward to the approval of this outside appointment by Dean Gerson and CWRU.”**

## 4. CCLCM Assistant Dean for Clinical Education Approval Email

A copy/PDF of the email from CCLCM Assistant Dean for Clinical Education, Dr. Craig Nielson, stating that the teaching you are conducting for the outside institution does not conflict with LCME policy. *You should send the email after you have received approvals from your chairs; forward that email chain to Dr. Nielson ([NIELSEC@ccf.org](mailto:NIELSEC@ccf.org)) so he has proof that your chair approved. **This is ONLY needed if your Outside Institution has ANY type of medical degree programs (e.g., OUHCOM, NEOMED, Ohio State University).***

Sample Email:

Dr. Craig Nielson,

I am writing to seek your approval for an outside appointment I am applying for. Outside appointments are when a regular track (full-time) CCLCM faculty member wants a clinical or adjunct (part-time) appointment for teaching outside of CWRU. The outside institution I am applying for grants medical degrees so it requires that I receive your recommendation that my affiliation will not conflict with CCLCM or CWRU LCME policy. Here is my information:

- ***[Copy and Paste Bullet Points from those you sent in the Email Request to Chair Here; Refer to #1 for reference]***

If you agree with my information above and how my outside appointment will not conflict with LCME policy, please respond to this email with the following acceptance:

- **Briefly describe why there is no conflict with LCME policy.**
- **“I agree that this will not conflict with LCME requirements and look forward to the approval of this outside appointment by Dean Gerson and CWRU.”**

I will include your email response in my application packet. If you have any questions, please contact [CCLCM Faculty Affairs](#)

Best regards,  
[Your Name]

#### **5. Completed “Application for CWRU Approval of Adjunct or Clinical Appointment at another Education Institution” form**

A completed copy/PDF of the CWRU form (double-click on the below PDF and save it to your computer).



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- A separate form and application packet must be completed for each outside appointment
- You can list “ongoing” as the end date if it is not a limited teaching engagement

#### **6. Updated CV**

An up-to-date copy of your CV (Word document in any format). Make sure it shows the following information:

- Cleveland Clinic staff position and start date-present
- CCLCM of CWRU faculty rank and start date-present
- Outside appointment faculty rank and start date-end date (or put “ongoing” if it is not a limited teaching engagement)

#### **CCLCM Faculty Affairs Provides**

- ✓ **CCLCM Associate Dean for Faculty Affairs Nomination Letter**  
A copy of a letter stating that Dr. Gene Barnett, CCLCM Associate Dean for Faculty Affairs, approves your Outside request.

### CCLCM Academic Chairs' Contact Information

	CCLCM Academic Departments	CCLCM Academic Chairs	CCF Email
1	Anesthesiology	Christopher Troianos, MD	<a href="mailto:troianc@ccf.org">troianc@ccf.org</a>
2	Biomedical Engineering	D. Geoffrey Vince, Ph.D.	<a href="mailto:vinceg@ccf.org">vinceg@ccf.org</a>
3	Dermatology	Allison Vidimos, MD	<a href="mailto:VIDIMOA@ccf.org">VIDIMOA@ccf.org</a>
4	Emergency Medicine	Stephen Meldon, MD	<a href="mailto:MELDONS@ccf.org">MELDONS@ccf.org</a>
5	Family Medicine	Donald Ford, MD	<a href="mailto:FORDD@ccf.org">FORDD@ccf.org</a>
6	Medicine	Brian Mandell, MD	<a href="mailto:mandelb@ccf.org">mandelb@ccf.org</a>
7	Molecular Medicine	Jonathan D. Smith, PhD	<a href="mailto:smithj4@ccf.org">smithj4@ccf.org</a>
8	Neurological Surgery	Michael Steinmetz, MD	<a href="mailto:steinmm@ccf.org">steinmm@ccf.org</a>
9	Neurology	Kerry H. Levin, MD	<a href="mailto:levink@ccf.org">levink@ccf.org</a>
10	Ob-Gyn & Reproductive Biology	Beri Ridgeway, MD	<a href="mailto:RIDGEWB@ccf.org">RIDGEWB@ccf.org</a>
11	Ophthalmology	Daniel Martin, MD	<a href="mailto:martind5@ccf.org">martind5@ccf.org</a>
12	Orthopedics	Brendan M. Patterson, MD	<a href="mailto:patterb2@ccf.org">patterb2@ccf.org</a>
13	Otolaryngology	Patrick Byrne, MD	<a href="mailto:BYRNEP@ccf.org">BYRNEP@ccf.org</a>
14	Pathology	Brian Rubin, MD, PhD	<a href="mailto:rubinb2@ccf.org">rubinb2@ccf.org</a>
15	Pediatrics	Karen Murray, MD	<a href="mailto:MURRAYK5@ccf.org">MURRAYK5@ccf.org</a>
16	Physical Medicine	Francois Bethoux, MD	<a href="mailto:bethouf@ccf.org">bethouf@ccf.org</a>
17	Plastic Surgery	Francis Papay, MD	<a href="mailto:papayf@ccf.org">papayf@ccf.org</a>
18	Psychiatry	Leopoldo J. Pozuelo, MD	<a href="mailto:POZUELL@ccf.org">POZUELL@ccf.org</a>
19	Radiation Oncology	John H. Suh, MD	<a href="mailto:suhj@ccf.org">suhj@ccf.org</a>
20	Radiology	Peter Liu, MD	<a href="mailto:liup3@ccf.org">liup3@ccf.org</a>
21	Surgery	R. Matthew Walsh, MD	<a href="mailto:walshm@ccf.org">walshm@ccf.org</a>
22	Urology	Georges-Pascal Haber, MD, PhD	<a href="mailto:HABERG2@ccf.org">HABERG2@ccf.org</a>

**\*CWRU Faculty Handbook Information**

**Academic Year: 2022-2023**

**Chapter 3, Part I, Article III**

*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. The following activities are examples of customary faculty duties and do not constitute consulting or similar services:
  - 1. Participation on federal grant proposal study sections and similar peer review of grant proposals,
  - 2. Participation in review of publications and other scholarly and editorial duties,
  - 3. Participation in meetings and conferences of academic and professional societies
  - 4. Participation in a governmental commission, board, task force, or other such working group
  - 5. Going to another site to access facilities necessary to perform University research or other duties.
  - 6. Going to another site for accreditation, audits, reviews, etc. in furtherance of a university research, academic, or service program
  - 7. Scholarly talks, panels, and other speaking engagements to disseminate research results and other academic or creative expressions
- C. Consulting and similar services must not be permitted to interfere through conflict of interest or otherwise with a faculty member's commitment to the University. (The full text of the University's conflict of interest policy will be found in Chapter 4.)
- D. Although the number of hours a faculty member devotes to consulting and similar services cannot be fixed precisely, an average of four working days per month (including travel time) during the individual's contract period is reasonable.
- E. Each faculty member shall keep his or her department chair or dean informed of the nature and extent of his or her consulting and similar services.
- F. All consulting and similar services that would represent potential conflicts with a faculty member's normal university duties, including time commitments in excess of an average of four working days per month, require advance approval by his or her department chair or, in a school without departments, the dean (or a designee of the chair or dean).
- G. A faculty member may not hold appointment in another educational institution without written approval in advance by the Provost; request for approval should be directed to the faculty member's department chair or, in a school without departments, the dean (or a designee of the chair or dean).
- H. The rights and obligations of faculty members with respect to patents and copyrights are covered in separate university policy and procedural statements. (See Part Two, Section I of this Chapter.)

\*approved by the Board of Trustees 10/9/73, approved by the Faculty Senate 3/31/03, approved by the University Faculty 4/23/03, approved by the Board of Trustees 5/19/03; approved by the Faculty Senate 3/28/19, approved by the Board of Trustees 6/1/19