CCLCM of CWRU SOM Faculty Appointments

CCLCM Office of Faculty Affairs

Education Institute; 9500 Euclid Avenue, EC40; Phone: 216-442-5627; Email: CCLCM Faculty Affairs.

Professor – Application Requirements
New Appointment & Promotion
Approval Time Frame: 12 - 18+ months

Eligibility

- This is a non-tenure Regular track (full-time) rank with Cleveland Clinic Lerner College of Medicine of Case Western Reserve University School of Medicine (CCLCM of CWRU SOM).
  - **If your application receives final approval:**
    - You will remain an employee of Cleveland Clinic or its affiliates and will **not** receive any compensation (salary or otherwise) from CWRU SOM.
    - You will receive minimal benefits from CWRU SOM (ID, email address, etc.), which will be explained in your approval email from CCLCM.
- **REQUIRED REPUTATION**
  - **U.S. National or sustained/enhanced** in your Primary Area of Excellence and acceptable contributions in a Secondary Area of Excellence.
  - **International Candidates**
    - **MUST have a modest U.S. reputation.**
    - **MUST** have a minimum of **TWO** U.S.-based external referee letters received saying your work impacts your field.
      - **You do NOT obtain these letters yourself.**
      - Additional criteria outlining an external referee and explaining the process can be found under the Referee Name section below.
- The regular track is appropriate if *any* of the following are true:
  - Your Cleveland Clinic work hours are **0.5 FTE or greater**.
    - If your FTE is *less than 0.5*, you can only apply in the Clinical/Adjunct Track.
  - You are a member of Cleveland Clinic professional staff or have a medical/scientific terminal degree at the level of MD, PhD, PharmD (but not a master's degree).
  - You work at the main campus, where there is a greater opportunity to teach and interact with all types of trainees.
  - You work at another location but are committed to academic medicine, which includes accomplishments in professional service (clinical & administrative), education/teaching, and research that impact your specialty.
  - You work in Lerner Research (LRI) or are interested in applying for large grants or research projects where a regular track appointment is often required.
  - You are interested in participating in CWRU governance and committees.
  - You are interested in CWRU being your full-time primary affiliation, rather than another academic institution.

- *What rank is appropriate?*
    - Start by using our [CCLCM Comparison Tool of Ranks](#).
        - Review the requirements, eligibility, and reputation for each rank to determine which one you are qualified for.
    - You can also discuss your reputation and appropriate rank with your chair.
    - If you are still unsure, send your CV in our [CCLCM CV Template](#) to FacultyAffairsCCLCM@ccf.org along with your **Primary and Secondary Areas of Excellence** to be reviewed by our Associate Dean. We will email you with his recommendation.
        - **Before sending your CV to us, ensure it is formatted according to our CCLCM CV Template (see the link below in the CV section).**
        - **If you are applying for a promotion,** you **must** highlight your **NEW** accomplishments in <mark>yellow</mark> so they can be reviewed accurately.
        - *Note that the recommendation that CCLCM Faculty Affairs provides is not a guarantee of success!*
- **Promotion**
    - Currently appointed as a CCLCM of CWRU SOM Associate Professor.
        - Promotions must be completed in order; therefore, you **cannot** skip any rank.
    - Applications can be submitted at any time and will be processed in the same manner as other applications.
    - After CCLCM approval, it will be sent to CWRU for final approval, effective January 1 or July 1 (final approval at CWRU is **only** granted twice a year).
    - **To effectively represent academic and professional growth, promotions are generally submitted between 4-8 years from your last appointment or promotion.**
        - However, CWRU requires no specific amount of time – the only specification is that you have **new** items on your CV that show you have reached the required U.S. reputation and impact.
        - Remember, items on your CV dated **BEFORE** your past CWRU appointment approval date were already counted and will **not** count towards this promotion.
        - *Accomplishments dated the YEAR AFTER your past CWRU appointment approval date will count towards your new accomplishments.*
- **New Appointment**
    - Currently, you do **not** hold a CCLCM of CWRU SOM regular track faculty appointment.
    - Or, you currently have a CCLCM clinical/adjunct appointment and would like to move to the regular track.
        - If appointed in the clinical/adjunct rank, you would apply for a new appointment in the regular track, not a promotion.
        - A promotion only applies if you want to advance within the same track, you are already appointed.
- **If you have a faculty appointment at an outside-external institution, it must be:**
    - Clinical/Adjunct (part-time) appointment.
    - Approved by CWRU along with this faculty appointment.
    - Refer to our [CCLCM of CWRU Outside-External Application](#) instructions for more information.
- Contact [CCLCM Faculty Affairs](#) if you still have questions after reviewing this entire document.

General Considerations

- **IMPORTANT – To receive a CCLCM of CWRU SOM appointment or promotion, you must prove you have a U.S. reputation.**
- **How to Create a Reputation?**
  - You create a U.S. reputation by having something you are known for in your Primary Area of Expertise *outside* your current location and Cleveland Clinic.
  - When referees and reviewers examine your application, they seek evidence of your U.S. reputation in your Primary Area of Excellence, acceptable contributions in your Secondary Area of Excellence, and some accomplishments in the Final Area of Excellence.
  - Significant accomplishments in one of the other Areas of Excellence can help bolster your overall reputation and show the referees and reviewers you excel in other areas.
  - **Additional information regarding the three Areas of Excellence is outlined after this section.**
  - Different ways to create a reputation:
    - Become an expert on something within your specialty, figure out a novel way to teach learners, or make a research discovery *that makes those outside Cleveland Clinic and your local area seek your opinion and expertise.*
    - Discover an innovation or technology that puts your name in the regional and national community as an expert with knowledge that others are eager to learn (this can be a new technique, your way of teaching, or your novel program).
    - Become a leader, chair, advisor, and reviewer within regional and national professional societies, committees, government boards, advisory groups, editorial boards, and more.
    - Volunteer or ask to be on committees at the regional or national level that make decisions that advance your specialty.
    - Publish papers and receive funding for your research projects that show you have a reputation outside of your location and Cleveland Clinic or that you are an integral part of projects that cannot be done without your specific knowledge.
    - Get asked to present at regional and national platforms based on your expertise (presentations, grand rounds, visiting professorship, society meetings, etc.).
    - Win grants, awards, and honors that show others have noticed your exceptional or ground-breaking accomplishments (should be outside your location or Cleveland Clinic).
- **Primary Area of Excellence (PAE)** – *Must declare and provide evidence of a U.S. reputation in this area; choose from:*
  1. **Professional Service (clinical & administrative)** –The majority of candidates will choose this option because their primary focus is clinical along with administrative duties at Cleveland Clinic, regionally, and nationally through societies and journals and it is how they earned their reputation. Accomplishment in professional service is indispensable for the attainment of the academic goals of the School of Medicine, and the quality of this activity shall be assessed for candidates for a new appointment or promotion. The professional service accomplishments of faculty members may take different forms as defined by the objectives of the various departments. Professional service consists of both administrative and clinical service, and all candidates should demonstrate a

continuing commitment to contributions to administrative and service tasks.

- **REQUIRED REPUTATION:**
  - **Professor: U.S. National or sustained/enhanced**
    - **International Candidates –** Emerging U.S. reputation and an international reputation.
  - **Associate Professor: U.S. Regional or emerging U.S. National**
    - **U.S. Candidates –** U.S. Regional reputation refers to the states surrounding your work location, or you can have an emerging U.S. National reputation.
    - **International Candidates –** Emerging U.S. reputation and a reputation in part or all your current country.
- **Administrative Service explanation:**
  - All faculty will be expected to make administrative service contributions.
  - Examples of administrative service include but are not limited to:
    (1) significant administrative contributions;
    (2) significant contributions to university, hospital, or clinical practice welfare;
    (3) participation in departmental, hospital, university, and/or medical school committees;
    (4) professional memberships and activities and services related to professional societies;
    (5) participation in research review committees of the state and federal government and of voluntary health organizations;
    (6) service on editorial boards of scientific journals or as an examiner on subspecialty boards;
    (7) participation and/or leadership in educational and professional society committees or committees of national, state, and local voluntary health agencies, such as the Academy of Medicine and the Ohio State Medical Association.
- **Clinical Service explanation:**
  - For those faculty engaged in it, excellence of clinical service will be recognized and evaluated as part of the combined achievements that qualify for a new appointment or promotion.
  - Excellence shall be judged by both objective and subjective measures. The determination of the level of clinical excellence achieved by a candidate for appointment or promotion may include consideration of materials not limited to the following:
    (1) specialty and subspecialty board certification and recertification;
    (2) outcomes data, if available, including mortality and morbidity data, comparative length of stay data, and surveys of patient satisfaction;
    (3) documentation of a reputation for excellence in one's clinical specialty as evidenced by membership or fellowship in professional societies, especially in leadership positions, and awards for clinical service or patient satisfaction;

   (4) documentation of scholarly activities that influence the practice of medicine nationally;

   (5) recognition as an authority as indicated by consultations, invited lectures and seminars, visiting professorships, and invited writings; and

   (6) letters from those such as department chairs or division directors *(names chosen as colleague referees)* who have directly observed the candidate's clinical work. In addition, letters of reference as to the candidate's degree of excellence in clinical service can be provided by students and residents *(names chosen as trainee referees)* who have been closely associated with the faculty member during their clinical work.

2. **Education/Teaching – Some will choose if their reputation is as an educator and education is the subject of some of their publications and presentations,** and it is how they earned their reputation.

 ▪ **REQUIRED REPUTATION:**

  • **Professor: U.S. National or sustained/enhanced**

   ○ **International Candidates –** Emerging U.S. reputation and an international reputation.

  • **Associate Professor: U.S. Regional or emerging U.S. National**

   ○ **U.S. Candidates –** U.S. Regional reputation refers to the states surrounding your work location, or you can have an emerging U.S. National reputation.

   ○ **International Candidates –** Emerging U.S. reputation and a reputation in part or all your current country.

 ▪ A high level of teaching effectiveness, involving the organization, evaluation, and transmission of knowledge, is a primary criterion as well.

 ▪ All faculty are expected to participate in teaching.

 ▪ The candidate shall have demonstrated a capacity and a desire to maintain teaching effectiveness and show capacity for continuing growth as a teacher.

 ▪ It is implicit that teaching effectiveness includes serving as a model of professional conduct for students, colleagues, and patients.

 ▪ Standards relating to teaching include:

  • preparation and presentation of material in a well-organized, current, and stimulating fashion as viewed by peers and students;

  • leadership in design, organization, and/or presentation of a course, clinical program, or subdivision thereof;

  • ability to evaluate and counsel students; and

  • participation in postgraduate educational activities.

 ▪ Teaching settings are to be broadly defined. They may include:

  • medical student teaching in all venues, subject committees, small group conferences, clinical science programs, elective programs, family clinic, core and optional clerkships, and ambulatory medicine,

  • as well las undergraduate and graduate courses in the basic science

departments and in other schools of the university;

- graduate medical and postgraduate medical teaching; serving as a student advisor or counselor and continuing medical education and community teaching.

- Recognition of performance in these educational activities depends on consistent, enthusiastic participation and offering personal assistance to students. Similarly, recognition for clinical teaching requires contact with students over a sustained period, not limited to occasional ward rounds, demonstrations, or presentations. Such contributions, in general, include functions concerned with the planning and implementation of teaching with regard to content, depth, coverage, sequence, evaluation, and coordination

- The candidate should exhibit scholarship in teaching as evidenced by careful thought regarding the purpose of teaching, the definition of realistic objectives,

- identification of important material to be presented, selection of the appropriate methods of presentation, the modification of teaching in light of experience, the evaluation of the teaching goals, and a willingness to engage in critical self-evaluation.

- Recognition will be given to original, innovative, and unique contributions and published reports of such contributions. Teaching may be judged to be of high quality, however, without being innovative or original.

- In addition, since administration of education efforts is an integral component of the teaching process, service as a subject committee chair, area of concentration chair, core clerkship director, section leader, residency training program director, or equivalent positions, and service on educational committees constitute significant criteria for consideration.

- Contributions, in general, include functions concerned with the planning and implementation of teaching concerning content, depth, coverage, sequence, evaluation, and coordination. Recognition will be given to original, innovative, and unique contributions and published reports of such contributions.

- Teaching may be judged to be of high quality, however, without being innovative or original.

- In addition, since administration of education efforts is an integral component of the teaching process, service as a subject committee chair, area of concentration chair, core clerkship director, section leader, residency training program director, or equivalent positions, and service on educational committees constitute significant criteria for consideration.

3. **Research** – Chosen only by those who spend almost 100% of their time conducting research as either an independent, team scientist, or a combination of both, and it is how they earn their reputation.
   - **REQUIRED REPUTATION:**
     - **Professor: U.S. National, sustained/enhanced**
       - **International Candidates –** Emerging U.S. reputation and an International reputation.
     - **Associate Professor: U.S. National**
       - **International Candidates –** Emerging U.S. National reputation

and an International reputation.

- Excellence in scholarly research, involving the discovery, organization, interpretation, and transmission of knowledge, is the primary criterion.
- The quality of the research program of an individual shall be evaluated as to the originality, depth, rigor, and thoroughness of the studies.
- Important discoveries and innovations in techniques or methods shall lend weight to the assessment.
- The research may be laboratory, non-laboratory, or patient-based or a combination thereof.
- Research contributions to be evaluated include publications in scholarly or professional journals, book chapters, books, invited papers and lectures, literature reviews, case history reports, abstracts, book reviews, major reports, and other presentations.
- Success in obtaining external research grants or other supportive funding shall also be considered in the evaluation of research qualifications.
- Also to be considered are professional honors, awards, and national offices; participation in research review committees of the national, state, or local government and of voluntary health organizations; and service on editorial boards of scientific journals or as an examiner on subspecialty boards.
- The quality research efforts of individuals will be assessed through letters of evaluation of the scholarly work obtained from authorities in the field of interest of the candidate at this and other major academic institutions.
- While the evaluation of research accomplishment has traditionally focused on the faculty member's individual achievements, including first and senior authorships and funding as principal investigator, the present and future of science will place increasing emphasis on interdisciplinary research team science. Where relevant, therefore, a faculty member's contributions to interdisciplinary research team science shall also be considered. Such factors as originality, creativity, indispensability, and unique abilities may be considered when making this evaluation. The candidate is invited to submit a brief description of his/her role in the team effort, and statements *(names chosen as team scientist referees)* from the principal investigator, the director of the project, and others with first-hand knowledge as to the role of the candidate.

- **Summary of Exceptional Qualifications**
   - The balance of accomplishments in teaching, research, and professional service may vary considerably from one candidate to another. While appointment, promotion, and tenure decisions must be based on evidence that candidates can and will continue to satisfy the qualifications described in the Faculty Handbook (Chapter Three, Part One, I. F), exceptional qualifications in one or two areas may partially compensate for less prominent but acceptable accomplishments in another.
   - There will be unusual instances when research accomplishments are of such high caliber that this activity shall compensate for less prominent but acceptable accomplishments in other activities; similarly there will be unusual instances when involvement in teaching is of such excellence in both quality and quantity and the impact of these contributions on

the local environment so great that this activity shall compensate for less prominent but acceptable accomplishments in other activities.

- o Professional service activities shall be weighed in the assessment of a candidate for promotion and/or the award of tenure and an outstanding record in these activities may on occasion make up for less prominent accomplishments in either teaching or research. Administrative and clinical service contributions may be judged in the assessment of candidates for promotion or the award of tenure, especially when such contributions are clearly and directly related to teaching and/or research, as in the case of service as a subject committee chair, core clerkship director, section leader, or research training

- **Secondary Area of Excellence (SAE)**
  - o **MUST** declare and provide evidence of *acceptable contributions* in this area.
  - o **MUST** choose a *different* area than your Primary Area of Excellence.
  - o Note acceptable contributions in your Personal Statement and possibly in an Educator Portfolio.

- **Final Area of Excellence (FAE)**
  - o **MUST** mention *any contributions* you have made to this area.
  - o **MUST** choose a *different* area than your Primary and Secondary Areas of Excellence.
  - o Note accomplishments in this area in your Personal Statement.
- Please read the [CWRU Appointment and Promotion Standards](#) for more detailed information.

Start Application

1. Start your [CCLCM Online Application](#). *(required)*
   a. Choose the correct employer.
      - London candidates should speak with their Administrator and choose from these:
        - Cleveland Clinic Staff = Cleveland Clinic Foundation
        - Contract Staff = Cleveland Clinic London
      - Florida and Nevada candidates = Cleveland Clinic Foundation
   b. Step 1: Select Appointment Type
      - New Appointment vs. Promotion
        - New appointments are when you are applying for the first time, or you have an appointment in a different track.
        - Promotions are for when you are promoting to the next rank in the track you are currently appointed in.
      - Transfer
        - This is ONLY if you currently have a CWRU Affiliate (CWRU, MH, VA, UH) faculty appointment.
        - MUST transfer the exact track, rank, and Academic Department that you are currently appointed to.
        - If you're not sure of this information, contact [CCLCM Faculty Affairs](#).
        - Refer to our [Transfer Instructions](#) for more information.
   c. Step 2: Select Appointment Level
      - Choose the rank you determine is most appropriate.

- See the above section on page 2, *"What rank is appropriate?"* for more information.
  d. Step 3: Review your Requirements
    - Review or Print the Application Requirements.
    - Click "Save and Proceed."

Contact Information Tab

2. **Grant Proxy Access** *(optional)*
   a. When the application opens, at the top left, you can elect to allow Proxy Access.
   b. If you have an administrative assistant and would like them to have access to your application, then follow these steps:
     - At the top of your application, click the link that says, "As an option, you can grant proxy access to your admin staff."
       - Enter your admin's email address or name.
       - Click "Search".
       - Once their name pops up, click "Grant access".
       - You can revoke or grant access to someone new at any time.
       - You cannot grant access to more than one person at a time.
   c. Proxy access is usually granted for any of the following reasons:
     - To assist you with the application process.
     - Have them check in on the status of your application on your behalf.
     - Will receive most of the emails sent regarding your application.

3. **Personal Information** *(required)*
   a. Enter your information in all the required fields.
   b. **Phonetics Pronunciation** should ***NOT BE A NUMBER***, but instead how you sound out your name and how you pronounce it.
   c. **Credentials** should only be your terminal degree.
   d. **ORCID (Open Researcher and Contributor ID) ID** number is now required.
     - ORCID is a free, unique, persistent identifier; create yours at orcid.org/register.
     - Keep your ORCID account up to date with all your past and current accomplishments.
     - Only include the number and not the full http link.
     - ORCID IDs that end with an X are valid and correct.
       - The last character of an ORCID identifier is a Checksum. It ranges in values from "0" - "10," with X representing the value "10."
       - The "X" must be capitalized for the ORCID identifier to be valid.
       - ORCID IDs are randomly assigned and cannot be changed.

4. **Contact Information** *(required)*
   a. Enter your information in all the required fields.
   b. **Office email** must be a CCF email address.
   c. **Personal email** is required as a secondary contact.
   d. **Address** should **NOT** be your work address; it must be a home address, which is

required by CWRU.

5. **Current Employment Information** *(required)*
    a. Enter your information in all the required fields.
    b. Select the correct Institute and Department information from the dropdown menus according to your work location.
        - **CCAD and London** - Select the department at your work location.

Application Details Tab

6. **Your Application Details** *(required)*
    a. **CCLCM Academic Department** – Choose the one that you most closely identify with.
        - CCLCM has 22 Academic Departments approved by CWRU.
        - This is the department you'll be appointed in (for example, Professor of Neurology).
        - This might differ from your Cleveland Clinic Department, Institute, and Primary Clinical Department.
        - If you are unsure, contact your chair to discuss.
    b. **Primary Area of Excellence (PAE)** – Choose the one that your reputation supports.
        - Refer to the "*General Considerations"* section for additional information.
    c. **Secondary Area of Excellence (SAE)** – Choose your next strongest area in which you have acceptable contributions.
        - **I**t **CANNOT** be the same as your Primary Area of Excellence.
    d. **Other Current non-CCLCM Academic Appointments** – Should **only** be filled in if you have a faculty appointment at an outside-external institution. It should **not** be used for professional Cleveland Clinic titles or your CCLCM faculty appointment.
    e. **Promotion**
        - You must choose the same CCLCM Academic department in which you are currently appointed.
        - Refer to our [CCLCM FindFaculty Search Directory](#) to verify which department you are currently appointed in.
        - If you want your appointment to be in a different department, you must **first** complete a Change of Department application before starting your Promotion application.
        - Refer to our [Change of Department Instructions](#) for more information.
        - Contact [CCLCM Faculty Affairs](#) for additional questions.

7. **Your Nominating Chair Details** *(required)*
    a. Select the chair of your department, institute, or CCLCM Academic Chair who knows you best (usually the person who conducts your APR), or contact them to find out whom they prefer you choose.
        - Your chair's CCLCM Academic Department **MUST** be in the same CCLCM Academic Department you have chosen (do **not** have someone in Medicine write a letter for Pathology).
        - Utilize our [CCLCM FindFaculty Search Directory](#) to verify that your chair is in the same CCLCM Academic Department in which you are applying.

b. Your chair **cannot** also serve as a referee.

c. Find their name in the dropdown menu.

  ▪ If your chair is not listed as an option, then select "Other" at the bottom of the list and enter their information.

Upload Documents Tab
Pre-Chair Approval Section

8. **CV** *(required)*

   a. Download our [CCLCM CV Template](#).

     ▪ *Must EXACTLY MATCH the new 2024 template (link above) in font, font size, date order, section format, etc. Old versions will no longer be accepted.*

     ▪ *Do **NOT** submit your application until it does, or it will be returned.*

     ▪ Review the information on the first page of the CCLCM CV Template along with the embedded PDF files labeled:

       • "Introduction, Instructions, Tips/Reminders, Conclusion".

       • "CV Sample".

     ▪ CCLCM Faculty Affairs **cannot** review your CV before submission due to the volume of applications.

     ▪ After submission, all documents will be reviewed, and if anything requires your attention, CCLCM Faculty Affairs will contact you.

   b. **Promotion**

     ▪ ***Only NEW accomplishments on your CV are counted towards your promotion;** older accomplishments were already counted and **cannot** be reused.*

       • *This means that accomplishments dated the **YEAR AFTER** your past CWRU appointment approval date will count towards your new accomplishments.*

         ○ *Explanation: We have been told that referees and reviewers tend to focus on the year **after** your last appointment. For example, if your last appointment was in 2022, they will start counting all items dated 2023 and newer on your CV.*

         ○ *While we agree that this seems unfair, we would like to inform you about this unwritten academic practice that affects all candidates equally.*

       • These new accomplishments will prove your U.S.-based reputation for this promotion.

     ▪ ***NEW!* U.S. candidates** – Please highlight your new accomplishments in <mark>yellow</mark> on your CV so that CCLCM Faculty Affairs, referees, and reviewers can focus on the new information.

   c. **New Appointment**

     ▪ *Items on your CV dated **AFTER** your post-grad training will contribute the most to determining if you have the required **U.S. reputation**.*

       • ***NEW!* International candidates** – You **must** highlight **ONLY** your U.S.-based accomplishments since your post-grad training in <mark>yellow</mark>, as these

will prove you have a modest **U.S. reputation**.

9. **Personal Statement** *(required)*
    a. Download CCLCM PS Directions & Template – Regular Track.
        ▪ **MUST be in the Personal Statement (PS) template, or it will be returned.**
        ▪ Fill in all sections under the black headers and delete the blue instructions before uploading into your application.
        ▪ Can be up to 3 pages in length for all candidates.
    b. **Any professional who reads your PS should be able to easily understand all the evidence that supports your Primary and Secondary Areas of Excellence.**
        ▪ Do not make the referees and reviewers figure out your reputation – *explain it in detail to them!*
        ▪ Use layperson's language and avoid using acronyms and abbreviations from your specialty.

10. **Chair Nomination Letter** *(required)*
    a. *NEW!* **Information**
        ▪ CCLCM Faculty Affairs has begun suggesting that nominating chairs meet with candidates *before the nomination letter is written and the candidate completes the entire application.*
        ▪ When you request a nomination letter from your chair, the email sent to your chair will suggest the following:
            • Your chair meets with you before writing their nomination letter supporting your application.
                ○ This way, your chair can assess if you have the required reputation and impact before they write their letter of support.
                ○ Your chair can provide you with the 6 external "arm's length" referees that they must contribute, but you will add to your application.
            • **Once you request the nomination letter, you CANNOT complete the rest of your application until one of these scenarios is completed:**
                ○ Scenario #1: The chair approves you for the rank *before* writing their nomination letter so you can continue to work on your application. Later, they will upload your nomination letter.
                    ▪ You will receive one automatic email once the chair approves – then you can work on the rest of your application.
                    ▪ You will receive one automatic email when the chair uploads their nomination letter – then you can submit your application once completed.
                ○ Scenario #2: The chair will write and upload their nomination letter.
                    ▪ You will receive an automatic email when your chair uploads their nomination letter – then you can continue to work on your application and submit it once it is

completed.

- If your chair does **not** support your application and you feel you have the required reputation, there is a CWRU process that allows you to apply.
  - Contact [CCLCM Faculty Affairs](#) for more information.

b. **Request the Letter**

- Now that you have uploaded your CV and PS, you can request that your chair write your nomination letter and provide their approval.
  - You already selected your chair on the Application Details tab of your application.
  - If you need to change the name, it must be done on that tab only.
  - By requesting a nomination letter, you agree that you have read the above-detailed requirements and know you have the required U.S. reputation.
- You **must** use the link in the online application to request a nomination letter from your chair.
- You **will** receive a copy of the original email that is sent to your chair.
  - You can see how a meeting is suggested and what information your chair will be asked to include in their nomination letter.
- **Per the instructions above, you CANNOT finish the rest of your application, including the Referee Names tab, until your chair has uploaded their nomination letter or gives you approval to continue your application.**
- The nomination letter is confidential and cannot be shared with you.
- An auto-generated reminder email will be sent every two weeks until your chair uploads their letter.
  - If it has been two months and your chair has not uploaded their letter, please contact your chair directly regarding this request.
  - If they have an administrative assistant, include them on the email.
  - Contact [CCLCM Faculty Affairs](#) for assistance with the process if it has been three months since your nomination letter was requested and it has not been uploaded.

Upload Documents Tab
Post-Chair Approval Section

Now that your Chair's Nomination Letter has been uploaded, you may complete the rest of this tab.

11. **Candidate Request Letter** *(required for New Appointment ONLY)*
    a. CWRU School of Medicine requires this document.
    b. The Candidate Request Letter (CRL) will be a pop-up document in your application.
    c. Add information about why you want a faculty appointment and what you intend to contribute to CCLCM and CWRU SOM.
    d. Update the CRL as often as you would like.
    e. To see the finished letter, click the "View" button.
    f. Your CRL will only be shared with CCLCM CAP and CWRU CAPT committee members, not with referees.
    g. If the pop-up functionality isn't functioning, then update the [Candidate Request Letter](#)

document and email it to [CCLCM Faculty Affairs](#).

12. **Declaration of Candidacy** *(required for Promotion ONLY)*
    a. Download the Declaration of Candidacy Form from inside your application.
    b. Complete the top portion, read/check the boxes, and sign/date the form.
    c. Email the completed form, along with your CV, to the CCLCM Academic Chair listed on the form in the CCLCM department you chose that matches your application.
       - Ask the Academic Chair to sign/date the form and send it back to you.
       - Note: The CCLCM Academic Chair will often differ from your Cleveland Clinic department chair and should **not** be altered.
       - If you have a secondary CCLCM faculty appointment, email and ask your secondary CCLCM Academic Chair to also sign/date the form.
         - If you are unsure whether you have a secondary appointment, then refer to our [CCLCM FindFaculty Search Directory](#).
    d. Upload the completed form (signed by **all** parties) into your application.

13. **Educator Portfolio** *(optional, recommended, or required)*
    a. *Educator Portfolio (EP), formally known as the Teaching Portfolio.*
    b. Download [Educator Portfolio - Consultants, Video, Instructions, & Template,](#) and follow the instructions.
    c. Who should submit an Educator Portfolio?
       - **Primary Area of Excellence in Education/Teaching**
         - ***REQUIRED for Promotion & New Appointment.***
         - It should **not** exceed a maximum of 25 pages but can be shorter.
       - **Secondary Area of Excellence in Education/Teaching**
         - ***Recommended for Promotion & New Appointment.***
         - In this scenario, the length can be shorter, 3-7 pages on average.
       - **All others**
         - ***Allowed for Promotion & New Appointment.***
         - Any candidate can submit an Educator Portfolio, which can be shorter (3-7 pages on average).
         - Many choose to complete an EP to expand upon their teaching contributions without taking space in their Personal Statement.
    d. CWRU's broad definition of Education/Teaching covers many different audiences, subjects, and situations. All are important and should be noted.

14. **Journal Publications** *(required; 3-5 documents only)*
    a. Publications such as peer-reviewed articles and individual book chapters (**not** a whole book) are highly recommended as reviewers prioritize the impact of your work.
    b. Case reviews, article/literature reviews, and editorials are acceptable.
    c. When possible, choose publications that feature you as first, second, or senior author or an impactful work you want the reviewers to see.
    d. Do **NOT** upload a list of your publications, an abstract, or a poster presentation.
    e. Do **NOT** upload copies that are password-protected!

f. Do **NOT** upload files that are larger than 20 MB.

g. Permitted to upload a maximum of 5 publications (the system will NOT allow you to submit your application if you exceed this number).

h. If you do not have the minimum of 3 publications to upload, you should consider applying once you have them.

i. **Promotion**
   - Only upload publications completed **AFTER** your last appointment or promotion; older publications were already counted. If you still wish to include an older impactful publication, include the reason in your Personal Statement.

15. **Teaching Evaluations** *(optional, recommended, or required)*

   a. Teaching evaluations show the reviewers your dedication to teaching and improving your teaching skills. They are required for some candidates (see below) and should include 3 of the most recent years available.

   b. **Promotion**
      - **Required:** For **every** Primary Area of Excellence.

   c. **New Appointment**
      - **Required:** If your Primary Area of Excellence = Education/Teaching
        - *Teaching Evaluations and Evaluation Summary are required.*
        - At CWRU, it is highly recommended, but at CCLCM, it is now **required** because it helps to strengthen your application.
      - **Recommended:** If your Secondary Area of Excellence = Education/Teaching
        - *Teaching Evaluations and Evaluation Summary are recommended.*
        - If your Secondary Area of Excellence is Education/Teaching, it is a good idea to show your strength and dedication by including this optional document, though your application should be fine without it.
      - **Optional:** If your Final Area of Excellence = Education/Teaching

   d. ***NEW!*** **MedHub Evaluations Link**
      - **Use this link to pull your** [MedHub Evaluations](MedHub%20Evaluations)**.**
      - If you try and you have **no** MedHub teaching evaluations, you can contact [CCLCM Evaluations Team](CCLCM%20Evaluations%20Team) to see if they can locate any CCLCM evaluations.
      - Evaluations may come from many types of Teaching, including CME courses, training, lectures, grand rounds, presentations, etc.
      - You may have some of these evaluations or know who to contact to receive them.
      - Ask your Administrator (institute or education) to create, send/hand out, and collect evaluations before your promotion, so you will have something to submit.

   e. If you do **not** have ANY teaching evaluations, you **CANNOT** submit an Evaluation Summary. You must submit either both or neither.
      - *Instead*, you must upload a one-page document with a short explanation of why evaluations were not collected in your department.
        - Example: *"I do not have any teaching evaluations due to the department standards regarding the collection of evaluations. Instead, CCLCM Faculty Affairs will try to solicit additional trainee referee letters. Thank you, [Your Name]"*

f. If you must skip a year because your program does not have enough trainees to trigger an evaluation report, insert a note to explain (add a page in the PDF that says, "Not enough trainees to evaluate in YYYY.")

g. Evaluations must ONLY cover yourself and NOT other staff; if needed, highlight the sections of the evaluation that pertain to you or the group at large. Do NOT include pages that do not mention you

h. **Evaluations with Low Scores or Unfavorable Comments**
- CCLCM and CWRU SOM review committees heavily consider poor evaluations, including low scores and negative comments, when they evaluate candidates.
- If your scores are **below** the departmental average or you have **many** negative comments, it may jeopardize your application. Consider waiting until the issue is resolved to apply or do the following:
    - Create an Educator Portfolio – Use it to address the issues and lay out the plan you have in place to rectify the situation now and for the future. You should also explain how the issue started. Please see Educator Portfolio section for information, and you would **not** need to create a long portfolio; 3-7 pages would be adequate.
    - Have your chair update your Evaluation Summary *and* Nomination Letter to highlight the steps you are or have taken to correct the situation. Have your chair explain how they are working with you on the solution.

16. **Teaching Evaluation Summary** *(optional, recommended, or required)*
a. If you are required or choose to submit Teaching Evaluations, you **must** also submit a Teaching Evaluation Summary.

b. **Promotion**
- **Required:** For **every** Primary Area of Excellence to accompany your Teaching Evaluations.

c. **New Appointment**
- **Required:** If your Primary Area of Excellence = Education/Teaching
    - Must accompany your Teaching Evaluations.
- **Recommended:** If your Secondary Area of Excellence = Education/Teaching
    - Must accompany your Teaching Evaluations if you will submit them.
- **Optional:** If your Final Area of Excellence = Education/Teaching
    - Must accompany your Teaching Evaluations if you will submit them.

d. **The Evaluation Summary must be written by either your department or institute chair, institute administrator, or institute education administrator.**
- If your chair/administrator is unfamiliar with your teaching, give them a bio on your activities and your 3 years of evaluations for them to summarize.
- The Evaluation Summary should be only 1-2 paragraphs long and summarize your evaluations. It should include:
    - Summary of your teaching evaluations and how you compare with others in the department.
    - The groups of learners you teach (medical students, residents, fellows, post-docs, staff, and other trainees at various levels).

- What current and future teaching you do in the department, Cleveland Clinic, CCLCM, CWRU, CME courses, etc. (this should NOT be a list of each individual course you taught).
    - You, the candidate, **are** permitted to see the Evaluation Summary.
    - Ask your chair/administrator to send it to you so you can upload to your application.
  e. **Evaluations with Low Scores or Unfavorable Comments**
    - Review **Teaching Evaluations** section above for more information and how information about your approval plan should be included in the Evaluation Summary.

17. **Terminal Degree/s** *(required for New Appointment ONLY)*
  a. Upload a scanned copy or photo of your terminal degree: MD, PhD, DO, MBBS, PharmD, JD, etc.
  b. If a translation is needed for a foreign language other than Latin, upload a copy.
  c. Make sure it is not a password-protected PDF.
  d. Do **NOT** upload other certificates (testing, training, residency, fellowship, or licensure), transcripts, or other diplomas (bachelor's/master's).

Referee Names Tab

18. **General Referee Information**
  a. This tab will **not** be accessible until your chair uploads their Nomination Letter or has given you approval to continue.
  b. **CCLCM Faculty Affairs Office will solicit referee letters, NOT the candidate.**
    - Letters will be solicited **AFTER** your application has been reviewed to ensure the correct documents were uploaded.
  c. Referees should NOT have a close familial/friend relationship with you or be anyone likely, or perceived to be likely, to be predisposed, positively or negatively, about you and your application.
  d. You are NOT allowed to see a referee letter or consult with a referee on what they will or have put in their letter!
  e. Do NOT contact CCLCM Faculty Affairs to ask if a letter has been uploaded—you are NOT supposed to know what the referee is doing after you put their name in your application!
    - If a referee contacts you during the application process, do NOT answer them! Instead, forward the email to FacultyAffairsCCLCM@ccf.org, and we will answer.
    - Referee letters and the names of those who provide them are confidential and can never be disclosed, even to your chair.
  f. **Lerner Research Institute (LRI) Candidates**
    - LRI CAP committee referee letters (external, colleague, and trainee) can be used for your appointment if the letters are **NOT more than 2 years old**.
    - It is essential to apply for your CCLCM of CWRU SOM appointment *immediately upon receiving your LRI staff promotion or when hired.*
    - *IMPORTANT!* **Your Cleveland Clinic staff title is not the same as a CCLCM of CWRU SOM faculty rank. They are not interchangeable!**

- Contact your LRI Administrator and ask them to send **one** email with each letter as a **separate PDF** to FacultyAffairsCCLCM@ccf.org.
  - You **must enter ALL** the referee names you submitted to LRI in your CCLCM application.
  - If you did **not** give LRI enough names, you must enter extra names to meet the CCLCM minimum number of required names.
  - Faculty Affairs will upload the letters it receives from your administrator.
  - **LRI letters received by CCLCM:**
    - If the letters meet our standards and we receive the minimum required, we will **not** need to solicit any other letters in that referee category.
    - If the letters do **NOT** meet our standards and/or the minimum number required is **NOT** met, we will solicit letters from the other referees you listed in your application.
  - You, the candidate, are never allowed to know which letters were received, or the content of the letters received by LRI, and should not be included in any of the emails between your LRI administrator and CCLCM Faculty Affairs regarding the letters.

19. **External referees** *(required; input 14 names)*
    a. **Read the entire external referee section before entering referee names into your application.**
    b. Enter a minimum of 14 external referee names into your application.
       - Ask your nominating chair to choose 6 names (this is per CWRU policy), and you will choose the remaining 8 external referee names.
         - Request that your nominating chair supply you with the name, rank, institution, and email address.
         - YOU will list the chair's six external names in your application and click to signify that they were supplied by your nominating chair.
       - You will input all 14 names in your online application.
       - Note: You can enter extra names so that the minimum number of letters needed to advance your application is received quickly.
    c. **Promotion**
       - *NEW!* **Minimum of 4 acceptable external letters are needed** for your application to advance to the CCLCM Committee on Appointments and Promotions (CAP) for review and vote.
       - If more than the minimum number of letters are received, they will all be included.
    d. **New Appointment**
       - **Minimum of 6 acceptable external letters are needed** for your application to advance to the CCLCM Committee on Appointments and Promotions (CAP) for review and vote.
       - If more than the minimum number of letters are received, they will all be included.
    e. *NEW! International Candidates*
       - You must enter a **minimum** of 7 U.S.-based external referee names.

- These external referee names must be able to confirm you have modest U.S.-based accomplishments and have made an impact on your field.
- Must follow all arm's length rules outlined further below.

f. *IMPORTANT! You are **NEVER ALLOWED** to contact external referees! The only exception is requesting business cards at a society meeting.*
- *Only your Department or Institute Chair (or their Administration) is allowed to contact your external referees, **BUT these rules must be followed**:*
    - Request that your Department or Institute Administration office contact your external referees.
        - First, they must contact [CCLCM Faculty Affairs](#) for the required template and instructions.
    - Your Administration will let you know if you need to add in more external names, but **cannot** tell you who declined or the reason.
    - If you ever receive an inquiry from a referee, forward it to [CCLCM Faculty Affairs](#) and do NOT answer it yourself.

g. External referees will receive your CV and Personal Statement (and your Educator Portfolio if Education/Teaching is your Primary Area of Excellence).

h. **Must** choose external referee names that hold the faculty rank of:
- Professor (full-time).
- NIH Senior Investigator, NIH Senior Scientist, or NIH Senior Clinician at the National Institutes of Health.

i. They can be U.S. national (preferred) or international.

j. May choose **one** Professor Emeritus (if retired less than 3 years and *academically active*).

k. **Letters from the following will be DISCARDED, so choose carefully:**
- Associate Professors,
- Clinical Professors,
- Research Professors, and
- Directors, Chairs, Presidents, etc.

l. **Proof of Rank Verification** *(required)*
- Submit verification in your application that each external referee holds the required Professor rank by providing proof:
    - Link to the institution faculty website that proves the external referee holds the rank of Professor, NIH Senior Investigator, NIH Senior Scientist, or NIH Senior Clinician.
    - Social media sites such as LinkedIn do **NOT** qualify as proof!
- Carefully read the website to make sure the professor rank is current.

m. *NEW!* **PubMed Verification** *(required)*
- Submit verification in your application that each external referee has **NOT** collaborated with you in **the last 5 years** by providing proof:
    - The [PubMed Instructions](#) will guide you on how to access [PubMed](#) and how to complete your search.
    - The link to the PubMed search that proves you have **no** publications published together within the last 5 years.
- This new process is mandatory and required by CWRU.

- *IMPORTANT!* **If an external referee's name is found in your CV and your PubMed search, you MUST REMOVE their name from your external referees in your application.**
    - You can **ONLY** leave them in as a referee if it was a large group or team collaboration project, and you did NOT work directly with them.
        - However, we prefer that you not use them, as each instance must be verified, which can delay the processing of your application.
    - If you still choose to use them on your CV, under each item under this exception, you **MUST** list the external referee's full name and annotate how you did **NOT** work directly together.
n. **"Arm's Length" rules** to follow to avoid complications and delays:
    - **MUST NOT HAVE...**
        - A position with an academic institution in the region where you currently work or have worked in the last 5 years. This also includes:
            - Any Cleveland Clinic campus or location.
            - CWRU or any CWRU-affiliate, campus, or location.
            - A neighboring or adjacent city, county, district, or area.
        - A close familial/friend relationship with you or anyone likely, or perceived to be likely, to be predisposed, positively or negatively, about you no matter where they work.
        - Served as your doctoral or postdoctoral supervisor, a mentor, or a senior staff member in your department when training.
        - Been someone *you* supervised (former mentee, trainee, or student).
        - Served as your supervisor or received compensation from or on your behalf (in any employment relationship).
        - Been a former institution, departmental, or school colleague **within the past 5 years** (even if you didn't work directly with them). Visiting professorship is fine.
        - A close research/project collaboration with you **within the past 5 years** or actively planning to collaborate with you
        - Coauthored with you **within the past 5 years** or actively planning to coauthor with you – other than those produced by membership on a committee, consortium, or task force.
        - Participated in a large presentation/project you both created **within the past 5 years** or are actively planning with you.
        - **More than ONE referee from the same institution or the same city as it weakens your application.**
    - **MUST BE...**
        - "Arm's length" and should NOT have a close personal relationship with you other than an acquaintance.
        - A recognized expert in your field or a related field, and be affiliated with an academic institution.
        - In your specialty, from a broader field, or a related specialty.

- **MIGHT HAVE...**
    - Asked you to write a chapter in a book they edited or reviewed your manuscript for publication.
    - Been made aware of your work through casual personal exchange, publication, presentation, invitation to present at a conference they organized, or visiting professor at their institution.
    - Participated with you in a panel or large committee where you did not work closely together or had a short participation time.
        - *NOTE: On your CV, under each item that falls into this exception, list the external referee's full name and **annotate in bold font** how you did not work closely together, or it was a brief committee.*
    - Have been on a large publication or research with you but not directly involved. Many large papers or projects have numerous authors who submit information but do not work closely with each other or are cited but were not involved in direct collaboration.
        - *NOTE: On your CV, under each item that falls into this exception, list the external referee's full name and **annotate in bold** how you did not work with each other.*
    - Ask them at a conference if you can have their business card so they can serve as an external referee for your future applications.
- **NOT SURE?**
    - Consider leaving out any referee you are unsure about or might be too close to you. *When in doubt, leave them out!*

    o. Refer to page 6 of the [CWRU Appointment and Promotion Qualifications and Standards](#) for more information.

20. ***Colleague referees** (required; input 5 names)*
    a. Enter a minimum of 5 colleague referee names into your application.
    b. To move your application forward, a minimum of 2 acceptable colleague referee letters are needed.
        - If more than the minimum number is received, they will be included.
    c. Are current *or* former colleagues or supervisors who can comment on your administrative service role in a committee, project, or activity in which you were both engaged, and/or any of your teaching activities.
    d. Should NOT have a close familial relationship with you or be anyone likely, or perceived to be likely, to be predisposed, positively or negatively, about you and your application.
    e. The referee will be asked to draw upon their personal experiences with you and will usually not receive your CV or Personal Statement.
    f. It is preferable, but not required, that they have an academic appointment*.*
        - For Cleveland Clinic faculty, look up the academic rank in the [CCLCM FindFaculty Search Directory](#).
        - Put "N/A" if you cannot find the academic rank of any colleague referee.
    g. **CANNOT** be your nominating chair. Other leadership names (leadership of CWRU, CCLCM, and Education) have been blocked from usage.

h. They **cannot** be trainees that you worked with.
i. They can be national (preferred) or international.
j. *You **can** contact your colleague referees, but **ONLY BEFORE** submitting your application.*
   - *You may ask if they can write a reference letter when you apply for a faculty appointment. If they are too busy, that is fine, move on to another person.*
   - *Once you submit your application, you are **NO** longer allowed to speak with them about the letter.*
   - *If you receive an inquiry from a referee, forward it to* CCLCM Faculty Affairs *and do **not** answer it yourself.*
k. **Research - Team Scientist** *(ONLY if Research/Team-Scientist is your Primary Area of Excellence):*
   - **MUST** enter **5 extra colleague names** into your application!
     - They should be team lead scientist colleague names.
     - Make sure they can vouch for your valuable input to their papers and grants (how you are indispensable).
     - **MUST** email CCLCM Faculty Affairs the names of the 5 team-lead scientist colleague referees you entered so we can track them to ensure we receive 2 letters.
   - ***Your application will need 2 extra team colleague letters to move forward – for a total of 4 colleague letters.***

21. *Trainee referees (required; input 8 names)*
    a. Enter a minimum of 8 trainee referee names into your application.
    b. To move your application forward, a minimum of 4 acceptable trainee referee letters are needed.
       - If more than the minimum number is received, they will be included.
    c. Are any current or former students/trainees **at any education level** you taught here *or* at another institution.
    d. They can be national or international and will usually not receive your CV.
    e. *You **can** contact your trainee referees, but **ONLY BEFORE** submitting your application.*
       - *You may ask if they can write a reference letter when you apply for a faculty appointment. If they are too busy, that is fine, move on to another person.*
       - *Once you submit your application, you are **NO** longer allowed to speak with them about the letter.*
       - *If you receive an inquiry from a referee, forward it to* CCLCM Faculty Affairs *and do **not** answer it yourself.*

Submit Application
22. **Click the SUBMIT button!** *(required)*
    a. You must submit your CCLCM Online Application for CCLCM Faculty Affairs to begin processing it.
       - You will receive an email confirmation verifying that this action has been completed.

b. Applications are processed in the order received, *and high volume may delay processing.*

c. When the CCLCM Faculty Affairs team reviews your application, they will ensure that all your information and materials are acceptable according to the requirements.
   - If any additional items require attention, you will receive an email notifying you of what is still needed.
   - **Failure to comply with requests by CCLCM Faculty Affairs team to update, modify, or obtain requested materials may result in your application being unsubmitted.**
     - Once it is unsubmitted, we encourage you to update your materials and submit it again as soon as possible.

d. After your application review is complete, Faculty Affairs will email your referees.
   - Every 32 days, a reminder is sent with a maximum of four reminders per referee.
   - If we have **not** obtained the minimum number of letters after 130 days, you will be notified via email to add additional names to your application.
     - If you delay adding new names, your application will be stalled!
   - You may add names at any time during the letter solicitation stage.
     - You do **NOT** need to notify Faculty Affairs when you add names. The system notifies us of this action.

e. Whenever you update your CV, upload a new version with the current date to your application, ensuring it is in our mandatory CCLCM template.
   - If your CV was updated during the CCLCM Faculty Affairs review stage, you must use the most recent version of your CV when making any new additions.

f. To understand all the steps to final CWRU approval, see our Application Review Process.

g. We will notify you via email when your application has been approved by CWRU.
   - After CWRU approval, you should accurately list your CCLCM of CWRU SOM rank and department on your documents, in your signature, and related websites along with your Cleveland Clinic staff title.
     - **Example:** Associate Professor of Medicine at Cleveland Clinic Lerner College of Medicine of Case Western Reserve University School of Medicine.
   - **Never** list a pending (applied for) faculty rank.
   - **Never list** a department other than your CCLCM of CWRU SOM Academic Department.
     - **Incorrect Example:** Clinical Associate Professor of Internal Medicine.
     - **CORRECT Example:** Clinical Associate Professor of Medicine.

Disclaimers

a. All applications are subject to current CWRU policy, even if the policy changes while your application is being submitted or processed.

b. All approval time frames are average estimates based on application submittal, the upload of correct documents, the selection of accurate referee names, how quickly referee letters are received, and the timing of meetings and approval at CCLCM and CWRU, all of which can vary.

c. If your application is not submitted within 1-2 years, it may be inactivated; you can start a new one at any time.

CCLCM of CWRU SOM Faculty Appointments

CCLCM Office of Faculty Affairs

Education Institute; 9500 Euclid Avenue, EC40; Phone: 216-442-5627; Email: CCLCM Faculty Affairs.

Associate Professor – Application Requirements
New Appointment & Promotion
Approval Time Frame: 12 – 18+ months

Eligibility

- This is a non-tenure Regular track (full-time) rank with Cleveland Clinic Lerner College of Medicine of Case Western Reserve University School of Medicine (CCLCM of CWRU SOM).
  - If your application receives final approval:
    - You will remain an employee of Cleveland Clinic or its affiliates and will **not** receive any compensation (salary or otherwise) from CWRU SOM.
    - You will receive minimal benefits from CWRU SOM (ID, email address, etc.), which will be explained in your approval email from CCLCM.
- **REQUIRED REPUTATION**
  - **U.S. Regional or emerging U.S. National** in your Primary Area of Excellence and acceptable contributions in a Secondary Area of Excellence.
  - **International Candidates**
    - **MUST have a modest U.S. reputation.**
    - **MUST** have a minimum of **TWO** U.S.-based external referee letters received saying your work impacts your specialty in the U.S.
      - An external referee is someone whom you have NOT worked with and have NOT published within the last 5 years.
      - **You do NOT obtain these letters yourself.**
      - Additional criteria outlining an external referee and explanation of the process can be found under the Referee Names section below.
- The regular track is appropriate if *any* of the following are true:
  - Your Cleveland Clinic work hours are **0.5 FTE or greater**.
    - If your FTE is *less than 0.5*, you can only apply in the Clinical/Adjunct track.
  - You are a member of Cleveland Clinic professional staff or have a medical/scientific terminal degree at the level of MD, PhD, PharmD (but not a master's degree).
  - You work at the main campus, where there is a greater opportunity to teach and interact with all types of trainees.
  - You work at another location but are committed to academic medicine, which includes accomplishments in professional service (clinical & administrative), education/teaching, and research that impact your specialty.
  - You work in Lerner Research (LRI) or are interested in applying for large grants or research projects where a regular track appointment is often required.

- o You are interested in participating in CWRU governance and committees.
- o You are interested in CWRU being your full-time primary affiliation instead of another academic institution.
- *What rank is appropriate?*
  - o Start by using our [CCLCM Comparison Tool of Ranks](#).
    - ▪ Review the requirements and reputation for each rank to determine which one you are qualified for.
  - o You can also discuss your reputation, eligibility, and appropriate rank with your chair.
  - o If you are still unsure, send your CV in our [CCLCM CV Template](#) to FacultyAffairsCCLCM@ccf.org along with your **Primary and Secondary Areas of Excellence** to be reviewed by our Associate Dean. We will email you with his recommendation.
    - ▪ **Before sending your CV to us, ensure it is formatted according to our CCLCM CV Template (see the link below in the CV section).**
    - ▪ **If you are applying for a promotion,** you **must** highlight your **NEW** accomplishments in <mark>yellow</mark> so they can be reviewed accurately.
    - ▪ *Note that the recommendation that CCLCM Faculty Affairs provides is not a guarantee of success!*
- **Promotion**
  - o Currently appointed as a CCLCM of CWRU SOM Assistant Professor.
    - ▪ Promotions must be completed in order; therefore, you **cannot** skip any rank.
  - o Applications can be submitted at any time and will be processed in the same manner as other applications.
  - o After CCLCM approval, it will be sent to CWRU for final approval, effective January 1 or July 1 (final approval at CWRU is only granted twice a year).
  - o **To effectively represent academic and professional growth, promotions are generally submitted between 4-8 years from your last CCLCM appointment or promotion.**
    - ▪ However, CWRU requires no specific amount of time – the only specification is that you have **new** items on your CV that show you have reached the required U.S. reputation and impact.
    - ▪ Remember, items on your CV dated **BEFORE** your past CWRU appointment approval date were already counted and will **not** count towards this promotion.
    - ▪ *Accomplishments dated the YEAR AFTER your past CWRU appointment approval date will count towards your new accomplishments.*
- **New Appointment**
  - o Currently, you do **not** have a CCLCM regular track appointment.
  - o Or, you currently have a CCLCM clinical/adjunct appointment and would like to move to the regular track.
    - ▪ If appointed in the clinical/adjunct rank, you would apply for a new appointment in the Regular Track, not a promotion.
    - ▪ A promotion only applies if you want to advance within the same track, you are already appointed.
- **If you have a faculty appointment at an outside-external institution, it must be:**
  - o Clinical or adjunct (part-time) appointment.

- o Approved by CWRU along with this faculty appointment.
  - o Refer to our [CCLCM of CWRU Outside-External Application](#) instructions for more information.
- Contact [CCLCM Faculty Affairs](#) if you still have questions after reviewing this entire document.

General Considerations

- **IMPORTANT – To receive a CCLCM of CWRU SOM appointment or promotion, you must prove you have a U.S. reputation.**
- **How to Create a Reputation?**
  - o You create a U.S. reputation by having something you are known for in your Primary Area of Expertise *outside* your current location and Cleveland Clinic.
  - o When referees and reviewers examine your application, they seek evidence of your U.S. reputation in your Primary Area of Excellence, acceptable contributions in your Secondary Area of Excellence, and some accomplishments in the Final Area of Excellence.
  - o Significant accomplishments in one of the other Areas of Excellence can help bolster your overall reputation and show the referees and reviewers you excel in other areas.
  - o **Additional information regarding the three Areas of Excellence is outlined after this section.**
  - o Different ways to create a reputation:
    - ▪ Become an expert on something within your specialty, figure out a novel way to teach learners, or make a research discovery *that makes those outside Cleveland Clinic and your local area seek your opinion and expertise.*
    - ▪ Discover an innovation or technology that puts your name in the regional and national community as an expert with knowledge that others are eager to learn (this can be a new technique, your way of teaching, or your novel program).
    - ▪ Become a leader, chair, advisor, and reviewer within regional and national professional societies, committees, government boards, advisory groups, editorial boards, and more.
    - ▪ Volunteer or ask to be on committees at the regional or national level that make decisions that advance your specialty.
    - ▪ Publish papers and receive funding for your research projects that show you have a reputation outside of your location and Cleveland Clinic or that you are an integral part of projects that cannot be done without your specific knowledge.
    - ▪ Get asked to present at regional and national platforms based on your expertise (presentations, grand rounds, visiting professorship, society meetings, etc.).
    - ▪ Win grants, awards, and honors that show others have noticed your exceptional or ground-breaking accomplishments (should be outside your location or Cleveland Clinic).
- **Primary Area of Excellence (PAE)** – *Must declare and provide evidence of a U.S. reputation in this area; choose from:*
  1. **Professional Service (clinical & administrative)** –The majority of candidates will choose this option because their primary focus is clinical along with administrative duties at Cleveland Clinic, regionally, and nationally through societies and journals and it is how they earned their reputation. Accomplishment in professional service is indispensable for

the attainment of the academic goals of the School of Medicine, and the quality of this activity shall be assessed for candidates for a new appointment or promotion. The professional service accomplishments of faculty members may take different forms as defined by the objectives of the various departments. Professional service consists of both administrative and clinical service, and all candidates should demonstrate a continuing commitment to contributions to administrative and service tasks.

- **REQUIRED REPUTATION:**
  - **Professor: U.S. National or sustained/enhanced**
    - **International Candidates –** Emerging U.S. reputation and an international reputation.
  - **Associate Professor: U.S. Regional or emerging U.S. National**
    - **U.S. Candidates –** U.S. Regional reputation refers to the states surrounding your work location, or you can have an emerging U.S. National reputation.
    - **International Candidates –** Emerging U.S. reputation and a reputation in part or all your current country.
- **Administrative Service explanation:**
  - All faculty will be expected to make administrative service contributions.
  - Examples of administrative service include but are not limited to:
    1. significant administrative contributions;
    2. significant contributions to university, hospital, or clinical practice welfare;
    3. participation in departmental, hospital, university, and/or medical school committees;
    4. professional memberships and activities and services related to professional societies;
    5. participation in research review committees of the state and federal government and of voluntary health organizations;
    6. service on editorial boards of scientific journals or as an examiner on subspecialty boards;
    7. participation and/or leadership in educational and professional society committees or committees of national, state, and local voluntary health agencies, such as the Academy of Medicine and the Ohio State Medical Association.
- **Clinical Service explanation:**
  - For those faculty engaged in it, excellence of clinical service will be recognized and evaluated as part of the combined achievements that qualify for a new appointment or promotion.
  - Excellence shall be judged by both objective and subjective measures. The determination of the level of clinical excellence achieved by a candidate for appointment or promotion may include consideration of materials not limited to the following:
    1. specialty and subspecialty board certification and recertification;
    2. outcomes data, if available, including mortality and morbidity data, comparative length of stay data, and surveys of patient

satisfaction;

    (3) documentation of a reputation for excellence in one's clinical specialty as evidenced by membership or fellowship in professional societies, especially in leadership positions, and awards for clinical service or patient satisfaction;

    (4) documentation of scholarly activities that influence the practice of medicine nationally;

    (5) recognition as an authority as indicated by consultations, invited lectures and seminars, visiting professorships, and invited writings; and

    (6) letters from those such as department chairs or division directors *(names chosen as colleague referees)* who have directly observed the candidate's clinical work. In addition, letters of reference as to the candidate's degree of excellence in clinical service can be provided by students and residents *(names chosen as trainee referees)* who have been closely associated with the faculty member during their clinical work.

2. **Education/Teaching – Some will choose if their reputation is as an educator and education is the subject of some of their publications and presentations,** and it is how they earned their reputation.

    ▪ **REQUIRED REPUTATION:**

        • **Professor: U.S. National or sustained/enhanced**

            ○ **International Candidates –** Emerging U.S. reputation and an international reputation.

        • **Associate Professor: U.S. Regional or emerging U.S. National**

            ○ **U.S. Candidates –** U.S. Regional reputation refers to the states surrounding your work location, or you can have an emerging U.S. National reputation.

            ○ **International Candidates –** Emerging U.S. reputation and a reputation in part or all your current country.

    ▪ A high level of teaching effectiveness, involving the organization, evaluation, and transmission of knowledge, is a primary criterion as well.

    ▪ All faculty are expected to participate in teaching.

    ▪ The candidate shall have demonstrated a capacity and a desire to maintain teaching effectiveness and show capacity for continuing growth as a teacher.

    ▪ It is implicit that teaching effectiveness includes serving as a model of professional conduct for students, colleagues, and patients.

    ▪ Standards relating to teaching include:

        • preparation and presentation of material in a well-organized, current, and stimulating fashion as viewed by peers and students;

        • leadership in design, organization, and/or presentation of a course, clinical program, or subdivision thereof;

        • ability to evaluate and counsel students; and

        • participation in postgraduate educational activities.

    ▪ Teaching settings are to be broadly defined. They may include:

- medical student teaching in all venues, subject committees, small group conferences, clinical science programs, elective programs, family clinic, core and optional clerkships, and ambulatory medicine,
- as well las undergraduate and graduate courses in the basic science departments and in other schools of the university;
- graduate medical and postgraduate medical teaching; serving as a student advisor or counselor and continuing medical education and community teaching.

- Recognition of performance in these educational activities depends on consistent, enthusiastic participation and offering personal assistance to students. Similarly, recognition for clinical teaching requires contact with students over a sustained period, not limited to occasional ward rounds, demonstrations, or presentations. Such contributions, in general, include functions concerned with the planning and implementation of teaching with regard to content, depth, coverage, sequence, evaluation, and coordination
- The candidate should exhibit scholarship in teaching as evidenced by careful thought regarding the purpose of teaching, the definition of realistic objectives,
- identification of important material to be presented, selection of the appropriate methods of presentation, the modification of teaching in light of experience, the evaluation of the teaching goals, and a willingness to engage in critical self-evaluation.
- Recognition will be given to original, innovative, and unique contributions and published reports of such contributions. Teaching may be judged to be of high quality, however, without being innovative or original.
- In addition, since administration of education efforts is an integral component of the teaching process, service as a subject committee chair, area of concentration chair, core clerkship director, section leader, residency training program director, or equivalent positions, and service on educational committees constitute significant criteria for consideration.
- Contributions, in general, include functions concerned with the planning and implementation of teaching concerning content, depth, coverage, sequence, evaluation, and coordination. Recognition will be given to original, innovative, and unique contributions and published reports of such contributions.
- Teaching may be judged to be of high quality, however, without being innovative or original.
- In addition, since administration of education efforts is an integral component of the teaching process, service as a subject committee chair, area of concentration chair, core clerkship director, section leader, residency training program director, or equivalent positions, and service on educational committees constitute significant criteria for consideration.

3. **Research** – Chosen only by those who spend almost 100% of their time conducting research as either an independent, team scientist, or a combination of both, and it is how they earn their reputation.
   - **REQUIRED REPUTATION:**
     - **Professor: U.S. National, sustained/enhanced**

- o **International Candidates –** Emerging U.S. reputation and an International reputation.
  - **Associate Professor: U.S. National**
    - o **International Candidates –** Emerging U.S. National reputation and an International reputation.
  - Excellence in scholarly research, involving the discovery, organization, interpretation, and transmission of knowledge, is the primary criterion.
  - The quality of the research program of an individual shall be evaluated as to the originality, depth, rigor, and thoroughness of the studies.
  - Important discoveries and innovations in techniques or methods shall lend weight to the assessment.
  - The research may be laboratory, non-laboratory, or patient-based or a combination thereof.
  - Research contributions to be evaluated include publications in scholarly or professional journals, book chapters, books, invited papers and lectures, literature reviews, case history reports, abstracts, book reviews, major reports, and other presentations.
  - Success in obtaining external research grants or other supportive funding shall also be considered in the evaluation of research qualifications.
  - Also to be considered are professional honors, awards, and national offices; participation in research review committees of the national, state, or local government and of voluntary health organizations; and service on editorial boards of scientific journals or as an examiner on subspecialty boards.
  - The quality research efforts of individuals will be assessed through letters of evaluation of the scholarly work obtained from authorities in the field of interest of the candidate at this and other major academic institutions.
  - While the evaluation of research accomplishment has traditionally focused on the faculty member's individual achievements, including first and senior authorships and funding as principal investigator, the present and future of science will place increasing emphasis on interdisciplinary research team science. Where relevant, therefore, a faculty member's contributions to interdisciplinary research team science shall also be considered. Such factors as originality, creativity, indispensability, and unique abilities may be considered when making this evaluation. The candidate is invited to submit a brief description of his/her role in the team effort, and statements *(names chosen as team scientist referees)* from the principal investigator, the director of the project, and others with first-hand knowledge as to the role of the candidate.

- **Summary of Exceptional Qualifications**
  - o The balance of accomplishments in teaching, research, and professional service may vary considerably from one candidate to another. While appointment, promotion, and tenure decisions must be based on evidence that candidates can and will continue to satisfy the qualifications described in the Faculty Handbook (Chapter Three, Part One, I. F), exceptional qualifications in one or two areas may partially compensate for less prominent but acceptable accomplishments in another.

- There will be unusual instances when research accomplishments are of such high caliber that this activity shall compensate for less prominent but acceptable accomplishments in other activities; similarly there will be unusual instances when involvement in teaching is of such excellence in both quality and quantity and the impact of these contributions on the local environment so great that this activity shall compensate for less prominent but acceptable accomplishments in other activities.
- Professional service activities shall be weighed in the assessment of a candidate for promotion and/or the award of tenure and an outstanding record in these activities may on occasion make up for less prominent accomplishments in either teaching or research. Administrative and clinical service contributions may be judged in the assessment of candidates for promotion or the award of tenure, especially when such contributions are clearly and directly related to teaching and/or research, as in the case of service as a subject committee chair, core clerkship director, section leader, or research training

- **Secondary Area of Excellence (SAE)**
  - **MUST** declare and provide evidence of *acceptable contributions* in this area.
  - **MUST** choose a *different* area than your Primary Area of Excellence.
  - Note acceptable contributions in your Personal Statement and possibly in an Educator Portfolio.

- **Final Area of Excellence (FAE)**
  - **MUST** mention *any contributions* you have made to this area.
  - **MUST** choose a *different* area than your Primary and Secondary Areas of Excellence.
  - Note accomplishments in this area in your Personal Statement.
- Please read the CWRU Appointment and Promotion Standards for more detailed information.

Start Application

1. Start your CCLCM Online Application. *(required)*
   a. Choose the correct employer.
      - London candidates should speak with their Administrator and choose from these:
         - Cleveland Clinic Staff = Cleveland Clinic Foundation
         - Contract Staff = Cleveland Clinic London
      - Florida and Nevada candidates = Cleveland Clinic Foundation
   b. Step 1: Select Appointment Type
      - New Appointment vs. Promotion
         - New appointments are when you are applying for the first time, or you have an appointment in a different track.
         - Promotions are for when you are promoting to the next rank in the track you are currently appointed in.
      - Transfer
         - This is ONLY if you currently have a CWRU Affiliate (CWRU, MH, VA, UH) faculty appointment.
         - MUST transfer the exact track, rank, and Academic Department that you are currently appointed to.

- If you're not sure of this information, contact [CCLCM Faculty Affairs](#).
- Refer to our [Transfer Instructions](#) for more information.

c. Step 2: Select Appointment Level
  - Choose the rank you determine is most appropriate.
    - See the above section on page 2, ***"What rank is appropriate?"*** for more information.

d. Step 3: Review your Requirements
  - Review or Print the Application Requirements.
  - Click "Save and Proceed."

Contact Information Tab

2. **Grant Proxy Access** *(optional)*
   a. When the application opens, at the top left, you can elect to allow Proxy Access.
   b. If you have an administrative assistant and would like them to have access to your application, then follow these steps:
      - At the top of your application, click the link that says, "As an option, you can grant proxy access to your admin staff."
        - Enter your admin's email address or name.
        - Click "Search".
        - Once their name pops up, click "Grant access".
        - You can revoke or grant access to someone new at any time.
        - You cannot grant access to more than one person at a time.
   c. Proxy access is usually granted for any of the following reasons:
      - To assist you with the application process.
      - Have them check in on the status of your application on your behalf.
      - Will receive most of the emails sent regarding your application.

3. **Personal Information** *(required)*
   a. Enter your information in all the required fields.
   b. **Phonetics Pronunciation** should ***NOT BE A NUMBER***, but instead how you sound out your name and how you pronounce it.
   c. **Credentials** should only be your terminal degree.
   d. **ORCID (Open Researcher and Contributor ID) ID** number is now required.
      - ORCID is a free, unique, persistent identifier; create yours at orcid.org/register.
      - Keep your ORCID account up to date with all your past and current accomplishments.
      - Only include the number and not the full http link.
      - ORCID IDs that end with an X are valid and correct.
        - The last character of an ORCID identifier is a Checksum. It ranges in values from "0" - "10," with X representing the value "10."
        - The "X" must be capitalized for the ORCID identifier to be valid.
        - ORCID IDs are randomly assigned and cannot be changed.

4. **Contact Information** *(required)*
    a. Enter your information in all the required fields.
    b. **Office email** must be a CCF email address.
    c. **Personal email** is required as a secondary contact.
    d. **Address** should **NOT** be your work address; it must be a home address, which is required by CWRU.

5. **Current Employment Information** *(required)*
    a. Enter your information in all the required fields.
    b. Select the correct Institute and Department information from the dropdown menus according to your work location.
        ▪ **CCAD and London** - Select the department at your work location.

Application Details Tab

6. **Your Application Details** *(required)*
    a. **CCLCM Academic Department** – Choose the one that you most closely identify with.
        ▪ CCLCM has 22 Academic Departments approved by CWRU.
        ▪ This is the department you'll be appointed in (for example, Professor of Neurology).
        ▪ This might differ from your Cleveland Clinic Department, Institute, and Primary Clinical Department.
        ▪ If you are unsure, contact your chair to discuss.
    b. **Primary Area of Excellence (PAE)** – Choose the one that your reputation supports.
        ▪ Refer to the "*General Considerations"* section for additional information.
    c. **Secondary Area of Excellence (SAE)** – Choose your next strongest area in which you have acceptable contributions.
        ▪ It **CANNOT** be the same as your Primary Area of Excellence.
    d. **Other Current non-CCLCM Academic Appointments** – Should **only** be filled in if you have a faculty appointment at an outside-external institution. It should **not** be used for professional Cleveland Clinic titles or your CCLCM faculty appointment.
    e. **Promotion**
        ▪ You must choose the same CCLCM Academic department in which you are currently appointed.
        ▪ Refer to our [CCLCM FindFaculty Search Directory](#) to verify which department you are currently appointed in.
        ▪ If you want your appointment to be in a different department, you must **first** complete a Change of Department application before starting your Promotion application.
        ▪ Refer to our [Change of Department Instructions](#) for more information.
        ▪ Contact [CCLCM Faculty Affairs](#) for additional questions.

7. **Your Nominating Chair Details** *(required)*
    a. Select the chair of your department, institute, or CCLCM Academic Chair who knows you best (usually the person who conducts your APR), or contact them to find out whom they prefer you choose.

- Your chair's CCLCM Academic Department **MUST** be in the same CCLCM Academic Department you have chosen (do **not** have someone in Medicine write a letter for Pathology).
- Utilize our CCLCM FindFaculty Search Directory to verify that your chair is in the same CCLCM Academic Department in which you are applying.
  b. Your chair **cannot** also serve as a referee.
  c. Find their name in the dropdown menu.
    - If your chair is not listed as an option, then select "Other" at the bottom of the list and enter their information.

Upload Documents Tab
Pre-Chair Approval Section

8. **CV** *(required)*
   a. Download our CCLCM CV Template.
     - ***Must EXACTLY MATCH the new 2024 template*** *(link above) in font, font size, date order, section format, etc.* Old versions will no longer be accepted.
     - *Do **NOT** submit your application until it does, or it will be returned.*
     - Review the information on the first page of the CCLCM CV Template along with the embedded PDF files labeled:
       - "Introduction, Instructions, Tips/Reminders, Conclusion".
       - "CV Sample".
     - CCLCM Faculty Affairs **cannot** review your CV before submission due to the volume of applications.
     - After submission, all documents will be reviewed, and if anything requires your attention, CCLCM Faculty Affairs will contact you.
   b. **Promotion**
     - ***Only NEW accomplishments on your CV are counted towards your promotion;*** *older accomplishments were already counted and **cannot** be reused.*
       - *This means that accomplishments dated the **YEAR AFTER** your past CWRU appointment approval date will count towards your new accomplishments.*
         - *Explanation: We have been told that referees and reviewers tend to focus on the year **after** your last appointment. For example, if your last appointment was in 2022, they will start counting all items dated 2023 and newer on your CV.*
         - *While we agree that this seems unfair, we would like to inform you about this unwritten academic practice that affects all candidates equally.*
       - These new accomplishments will prove your U.S.-based reputation for this promotion.
     - ***NEW!*** **U.S. candidates –** Please highlight your new accomplishments in <mark>yellow</mark> on your CV so that CCLCM Faculty Affairs, referees, and reviewers can focus on the new information.

c. **New Appointment**
- *Items on your CV dated **AFTER** your post-grad training will contribute the most to determining if you have the required **U.S. reputation**.*
  - *NEW!* **International candidates –** You **must** highlight **ONLY** your U.S.-based accomplishments since your post-grad training in <mark>yellow</mark>, as these will prove you have a modest **U.S. reputation**.

9. **Personal Statement** *(required)*
   a. Download [CCLCM PS Directions & Template – Regular Track](#).
   - **MUST be in the Personal Statement (PS) template, or it will be returned.**
   - Fill in all sections under the black headers and delete the blue instructions before uploading into your application.
   - Can be up to 3 pages in length for all candidates.
   b. **Any professional who reads your PS should be able to easily understand all the evidence that supports your Primary and Secondary Areas of Excellence.**
   - Do not make the referees and reviewers figure out your reputation – *explain it in detail to them!*
   - Use layperson's language and avoid using acronyms and abbreviations from your specialty.

10. **Chair Nomination Letter** *(required)*
    a. *NEW!* **Information**
    - CCLCM Faculty Affairs has begun suggesting that nominating chairs meet with candidates *before the nomination letter is written and the candidate completes the entire application.*
    - When you request a nomination letter from your chair, the email sent to your chair will suggest the following:
      - Your chair meets with you before writing their nomination letter supporting your application.
        - This way, your chair can assess if you have the required reputation and impact before they write their letter of support.
        - Your chair can provide you with the 6 external "arm's length" referees that they must contribute, but you will add to your application.
      - **Once you request the nomination letter, you CANNOT complete the rest of your application until one of these scenarios is completed:**
        - Scenario #1: The chair approves you for the rank *before* writing their nomination letter so you can continue to work on your application. Later, they will upload your nomination letter.
          - You will receive one automatic email once the chair approves – then you can work on the rest of your application.
          - You will receive one automatic email when the chair uploads their nomination letter – then you can submit your application once completed.

- Scenario #2: The chair will write and upload their nomination letter.
  - You will receive an automatic email when your chair uploads their nomination letter – then you can continue to work on your application and submit it once it is completed.
- If your chair does **not** support your application and you feel you have the required reputation, there is a CWRU process that allows you to apply.
  - Contact [CCLCM Faculty Affairs](#) for more information.

b. **Request the Letter**
- Now that you have uploaded your CV and PS, you can request that your chair write your nomination letter and provide their approval.
  - You already selected your chair on the Application Details tab of your application.
  - If you need to change the name, it must be done on that tab only.
  - By requesting a nomination letter, you agree that you have read the above-detailed requirements and know you have the required U.S. reputation.
- You **must** use the link in the online application to request a nomination letter from your chair.
- You **will** receive a copy of the original email that is sent to your chair.
  - You can see how a meeting is suggested and what information your chair will be asked to include in their nomination letter.
- **Per the instructions above, you CANNOT finish the rest of your application, including the Referee Names tab, until your chair has uploaded their nomination letter or gives you approval to continue your application.**
- The nomination letter is confidential and cannot be shared with you.
- An auto-generated reminder email will be sent every two weeks until your chair uploads their letter.
  - If it has been two months and your chair has not uploaded their letter, please contact your chair directly regarding this request.
  - If they have an administrative assistant, include them on the email.
  - Contact [CCLCM Faculty Affairs](#) for assistance with the process if it has been three months since your nomination letter was requested and it has not been uploaded.

Upload Documents Tab
Post-Chair Approval Section
Now that your Chair's Nomination Letter has been uploaded, you may complete the rest of this tab.

11. **Candidate Request Letter** *(required for New Appointment ONLY)*
    a. CWRU School of Medicine requires this document.
    b. The Candidate Request Letter (CRL) will be a pop-up document in your application.
    c. Add information about why you want a faculty appointment and what you intend to contribute to CCLCM and CWRU SOM.

d. Update the CRL as often as you would like.

e. To see the finished letter, click the "View" button.

f. Your CRL will only be shared with CCLCM CAP and CWRU CAPT committee members, not with referees.

g. If the pop-up functionality isn't functioning, then update the [Candidate Request Letter](#) document and email it to [CCLCM Faculty Affairs](#).

12. **Declaration of Candidacy** *(required for Promotion ONLY)*

   a. Download the Declaration of Candidacy Form from inside your application.

   b. Complete the top portion, read/check the boxes, and sign/date the form.

   c. Email the completed form, along with your CV, to the CCLCM Academic Chair listed on the form in the CCLCM department you chose that matches your application.

      ▪ Ask the Academic Chair to sign/date the form and send it back to you.

      ▪ Note: The CCLCM Academic Chair will often differ from your Cleveland Clinic department chair and should **not** be altered.

      ▪ If you have a secondary CCLCM faculty appointment, email and ask your secondary CCLCM Academic Chair to also sign/date the form.

         • If you are unsure whether you have a secondary appointment, then refer to our [CCLCM FindFaculty Search Directory](#).

   d. Upload the completed form (signed by **all** parties) into your application.

13. **Educator Portfolio** *(optional, recommended, or required)*

   a. *Educator Portfolio (EP), formally known as the Teaching Portfolio.*

   b. Download [Educator Portfolio - Consultants, Video, Instructions, & Template,](#) and follow the instructions.

   c. Who should submit an Educator Portfolio?

      ▪ **Primary Area of Excellence in Education/Teaching**

         • *REQUIRED for Promotion & New Appointment.*

         • It should **not** exceed a maximum of 25 pages but can be shorter.

      ▪ **Secondary Area of Excellence in Education/Teaching**

         • *Recommended for Promotion & New Appointment.*

         • In this scenario, the length can be shorter, 3-7 pages on average.

      ▪ **All others**

         • *Allowed for Promotion & New Appointment.*

         • Any candidate can submit an Educator Portfolio, which can be shorter (3-7 pages on average).

         • Many choose to complete an EP to expand upon their teaching contributions without taking space in their Personal Statement.

   d. CWRU's broad definition of Education/Teaching covers many different audiences, subjects, and situations. All are important and should be noted.

14. **Journal Publications** *(required; 3-5 documents only)*

   a. Publications such as peer-reviewed articles and individual book chapters (**not** a whole book) are highly recommended as reviewers prioritize the impact of your work.

b. Case reviews, article/literature reviews, and editorials are acceptable.

c. When possible, choose publications that feature you as first, second, or senior author or an impactful work you want the reviewers to see.

d. Do **NOT** upload a list of your publications, an abstract, or a poster presentation.

e. Do **NOT** upload copies that are password-protected!

f. Do **NOT** upload files that are larger than 20 MB.

g. Permitted to upload a maximum of 5 publications (the system will NOT allow you to submit your application if you exceed this number).

h. If you do not have the minimum of 3 publications to upload, you should consider applying once you have them.

i. **Promotion**
   - Only upload publications completed **AFTER** your last appointment or promotion; older publications were already counted. If you still wish to include an older impactful publication, include the reason in your Personal Statement.

15. **Teaching Evaluations** *(optional, recommended, or required)*

   a. Teaching evaluations show the reviewers your dedication to teaching and improving your teaching skills. They are required for some candidates (see below) and should include 3 of the most recent years available.

   b. **Promotion**
      - **Required:** For **every** Primary Area of Excellence.

   c. **New Appointment**
      - **Required:** If your Primary Area of Excellence = Education/Teaching
        - *Teaching Evaluations and Evaluation Summary are required.*
        - At CWRU, it is highly recommended, but at CCLCM, it is now **required** because it helps to strengthen your application.
      - **Recommended:** If your Secondary Area of Excellence = Education/Teaching
        - *Teaching Evaluations and Evaluation Summary are recommended.*
        - If your Secondary Area of Excellence is Education/Teaching, it is a good idea to show your strength and dedication by including this optional document, though your application should be fine without it.
      - **Optional:** If your Final Area of Excellence = Education/Teaching

   d. ***NEW!*** **MedHub Evaluations Link**
      - **Use this link to pull your** [MedHub Evaluations](#)**.**
      - If you try and you have **no** MedHub teaching evaluations, you can contact [CCLCM Evaluations Team](#) to see if they can locate any CCLCM evaluations.
      - Evaluations may come from many types of Teaching, including CME courses, training, lectures, grand rounds, presentations, etc.
      - You may have some of these evaluations or know who to contact to receive them.
      - Ask your Administrator (institute or education) to create, send/hand out, and collect evaluations before your promotion, so you will have something to submit.

   e. If you do **not** have ANY teaching evaluations, you **CANNOT** submit an Evaluation Summary. You must submit either both or neither.
      - *Instead*, you must upload a one-page document with a short explanation of why

evaluations were not collected in your department.

- Example: *"I do not have any teaching evaluations due to the department standards regarding the collection of evaluations. Instead, CCLCM Faculty Affairs will try to solicit additional trainee referee letters. Thank you, [Your Name]"*

f. If you must skip a year because your program does not have enough trainees to trigger an evaluation report, insert a note to explain (add a page in the PDF that says, "Not enough trainees to evaluate in YYYY.")

g. Evaluations must ONLY cover yourself and NOT other staff; if needed, highlight the sections of the evaluation that pertain to you or the group at large. Do NOT include pages that do not mention you

h. **Evaluations with Low Scores or Unfavorable Comments**
  - CCLCM and CWRU SOM review committees heavily consider poor evaluations, including low scores and negative comments, when they evaluate candidates.
  - If your scores are **below** the departmental average or you have **many** negative comments, it may jeopardize your application. Consider waiting until the issue is resolved to apply or do the following:
    - Create an Educator Portfolio – Use it to address the issues and lay out the plan you have in place to rectify the situation now and for the future. You should also explain how the issue started. Please see Educator Portfolio section for information, and you would **not** need to create a long portfolio; 3-7 pages would be adequate.
    - Have your chair update your Evaluation Summary *and* Nomination Letter to highlight the steps you are or have taken to correct the situation. Have your chair explain how they are working with you on the solution.

16. **Teaching Evaluation Summary** *(optional, recommended, or required)*
   a. If you are required or choose to submit Teaching Evaluations, you **must** also submit a Teaching Evaluation Summary.
   b. **Promotion**
     - **Required:** For **every** Primary Area of Excellence to accompany your Teaching Evaluations.
   c. **New Appointment**
     - **Required:** If your Primary Area of Excellence = Education/Teaching
       - Must accompany your Teaching Evaluations.
     - **Recommended:** If your Secondary Area of Excellence = Education/Teaching
       - Must accompany your Teaching Evaluations if you will submit them.
     - **Optional:** If your Final Area of Excellence = Education/Teaching
       - Must accompany your Teaching Evaluations if you will submit them.
   d. **The Evaluation Summary must be written by either your department or institute chair, institute administrator, or institute education administrator.**
     - If your chair/administrator is unfamiliar with your teaching, give them a bio on your activities and your 3 years of evaluations for them to summarize.
     - The Evaluation Summary should be only 1-2 paragraphs long and summarize your evaluations. It should include:

- Summary of your teaching evaluations and how you compare with others in the department.
- The groups of learners you teach (medical students, residents, fellows, post-docs, staff, and other trainees at various levels).
- What current and future teaching you do in the department, Cleveland Clinic, CCLCM, CWRU, CME courses, etc. (this should NOT be a list of each individual course you taught).
  - You, the candidate, **are** permitted to see the Evaluation Summary.
  - Ask your chair/administrator to send it to you so you can upload to your application.
  e. **Evaluations with Low Scores or Unfavorable Comments**
  - Review **Teaching Evaluations** section above for more information and how information about your approval plan should be included in the Evaluation Summary.

17. **Terminal Degree/s** *(required for New Appointment ONLY)*
    a. Upload a scanned copy or photo of your terminal degree: MD, PhD, DO, MBBS, PharmD, JD, etc.
    b. If a translation is needed for a foreign language other than Latin, upload a copy.
    c. Make sure it is not a password-protected PDF.
    d. Do **NOT** upload other certificates (testing, training, residency, fellowship, or licensure), transcripts, or other diplomas (bachelor's/master's).

Referee Names Tab

18. **General Referee Information**
    a. This tab will **not** be accessible until your chair uploads their Nomination Letter or has given you approval to continue.
    b. **CCLCM Faculty Affairs Office will solicit referee letters, NOT the candidate.**
       - Letters will be solicited **AFTER** your application has been reviewed to ensure the correct documents were uploaded.
    c. Referees should NOT have a close familial/friend relationship with you or be anyone likely, or perceived to be likely, to be predisposed, positively or negatively, about you and your application.
    d. You are NOT allowed to see a referee letter or consult with a referee on what they will or have put in their letter!
    e. Do NOT contact CCLCM Faculty Affairs to ask if a letter has been uploaded—you are NOT supposed to know what the referee is doing after you put their name in your application!
       - If a referee contacts you during the application process, do NOT answer them! Instead, forward the email to FacultyAffairsCCLCM@ccf.org, and we will answer.
       - Referee letters and the names of those who provide them are confidential and can never be disclosed, even to your chair.
    f. **Lerner Research Institute (LRI) Candidates**
       - LRI CAP committee referee letters (external, colleague, and trainee) can be used

for your appointment if the letters are **NOT more than 2 years old**.

- It is essential to apply for your CCLCM of CWRU SOM appointment *immediately upon receiving your LRI staff promotion or when hired.*
- *IMPORTANT!* **Your Cleveland Clinic staff title is not the same as a CCLCM of CWRU SOM faculty rank. They are not interchangeable!**
- Contact your LRI Administrator and ask them to send **one** email with each letter as a **separate PDF** to FacultyAffairsCCLCM@ccf.org.
  - You **must enter ALL** the referee names you submitted to LRI in your CCLCM application.
  - If you did **not** give LRI enough names, you must enter extra names to meet the CCLCM minimum number of required names.
  - Faculty Affairs will upload the letters it receives from your administrator.
  - **LRI letters received by CCLCM:**
    - o If the letters meet our standards and we receive the minimum required, we will **not** need to solicit any other letters in that referee category.
    - o If the letters do **NOT** meet our standards and/or the minimum number required is **NOT** met, we will solicit letters from the other referees you listed in your application.
  - You, the candidate, are never allowed to know which letters were received, or the content of the letters received by LRI, and should not be included in any of the emails between your LRI administrator and CCLCM Faculty Affairs regarding the letters.

19. **External referees** *(required; input 14 names)*
    a. **Read the entire external referee section before entering referee names into your application.**
    b. Enter a minimum of 14 external referee names into your application.
       - Ask your nominating chair to choose 6 names (this is per CWRU policy), and you will choose the remaining 8 external referee names.
         - Request that your nominating chair supply you with the name, rank, institution, and email address.
         - YOU will list the chair's six external names in your application and click to signify that they were supplied by your nominating chair.
       - You will input all 14 names in your online application.
       - Note: You can enter extra names so that the minimum number of letters needed to advance your application is received quickly.
    c. **Promotion**
       - *NEW!* **Minimum of 4 acceptable external letters are needed** for your application to advance to the CCLCM Committee on Appointments and Promotions (CAP) for review and vote.
       - If more than the minimum number of letters are received, they will all be included.
    d. **New Appointment**
       - **Minimum of 6 acceptable external letters are needed** for your application to

advance to the CCLCM Committee on Appointments and Promotions (CAP) for review and vote.

- If more than the minimum number of letters are received, they will all be included.

e. *NEW! International Candidates*
   - You must enter a **minimum** of 7 U.S.-based external referee names.
   - These external referee names must be able to confirm you have modest U.S.-based accomplishments and have made an impact on your field.
   - Must follow all arm's length rules outlined further below.

f. *IMPORTANT! You are NEVER ALLOWED to contact external referees! The only exception is requesting business cards at a society meeting.*
   - *Only your Department or Institute Chair (or their Administration) is allowed to contact your external referees, BUT these rules must be followed:*
     - Request that your Department or Institute Administration office contact your external referees.
       - First, they must contact CCLCM Faculty Affairs for the required template and instructions.
     - Your Administration will let you know if you need to add in more external names, but **cannot** tell you who declined or the reason.
     - If you ever receive an inquiry from a referee, forward it to CCLCM Faculty Affairs and do NOT answer it yourself.

g. External referees will receive your CV and Personal Statement (and your Educator Portfolio if Education/Teaching is your Primary Area of Excellence).

h. **Must** choose external referee names that hold the faculty rank of:
   - Professor (full-time).
   - NIH Senior Investigator, NIH Senior Scientist, or NIH Senior Clinician at the National Institutes of Health.

i. They can be U.S. national (preferred) or international.

j. May choose **one** Professor Emeritus (if retired less than 3 years and *academically active*).

k. **Letters from the following will be DISCARDED, so choose carefully:**
   - Associate Professors,
   - Clinical Professors,
   - Research Professors, and
   - Directors, Chairs, Presidents, etc.

l. **Proof of Rank Verification** *(required)*
   - Submit verification in your application that each external referee holds the required Professor rank by providing proof:
     - Link to the institution faculty website that proves the external referee holds the rank of Professor, NIH Senior Investigator, NIH Senior Scientist, or NIH Senior Clinician.
     - Social media sites such as LinkedIn do **NOT** qualify as proof!
   - Carefully read the website to make sure the professor rank is current.

m. *NEW!* **PubMed Verification** *(required)*
   - Submit verification in your application that each external referee has **NOT** collaborated with you in **the last 5 years** by providing proof:
     - The PubMed Instructions will guide you on how to access PubMed and

how to complete your search.

- The link to the PubMed search that proves you have **no** publications published together within the last 5 years.
- This new process is mandatory and required by CWRU.
- *IMPORTANT!* **If an external referee's name is found in your CV and your PubMed search, you MUST REMOVE their name from your external referees in your application.**
    - You can **ONLY** leave them in as a referee if it was a large group or team collaboration project, and you did NOT work directly with them.
        - However, we prefer that you not use them, as each instance must be verified, which can delay the processing of your application.
    - If you still choose to use them on your CV, under each item under this exception, you **MUST** list the external referee's full name and annotate how you did **NOT** work directly together.

n. **"Arm's Length" rules** to follow to avoid complications and delays:
- **MUST NOT HAVE...**
    - A position with an academic institution in the region where you currently work or have worked in the last 5 years. This also includes:
        - Any Cleveland Clinic campus or location.
        - CWRU or any CWRU-affiliate, campus, or location.
        - A neighboring or adjacent city, county, district, or area.
    - A close familial/friend relationship with you or anyone likely, or perceived to be likely, to be predisposed, positively or negatively, about you no matter where they work.
    - Served as your doctoral or postdoctoral supervisor, a mentor, or a senior staff member in your department when training.
    - Been someone *you* supervised (former mentee, trainee, or student).
    - Served as your supervisor or received compensation from or on your behalf (in any employment relationship).
    - Been a former institution, departmental, or school colleague **within the past 5 years** (even if you didn't work directly with them). Visiting professorship is fine.
    - A close research/project collaboration with you **within the past 5 years** or actively planning to collaborate with you
    - Coauthored with you **within the past 5 years** or actively planning to coauthor with you – other than those produced by membership on a committee, consortium, or task force.
    - Participated in a large presentation/project you both created **within the past 5 years** or are actively planning with you.
    - **More than ONE referee from the same institution or the same city as it weakens your application.**
- **MUST BE...**
    - "Arm's length" and should NOT have a close personal relationship with

you other than an acquaintance.

- A recognized expert in your field or a related field, and be affiliated with an academic institution.
- In your specialty, from a broader field, or a related specialty.

- **MIGHT HAVE...**
  - Asked you to write a chapter in a book they edited or reviewed your manuscript for publication.
  - Been made aware of your work through casual personal exchange, publication, presentation, invitation to present at a conference they organized, or visiting professor at their institution.
  - Participated with you in a panel or large committee where you did not work closely together or had a short participation time.
    - *NOTE: On your CV, under each item that falls into this exception, list the external referee's full name and **annotate in bold font** how you did not work closely together, or it was a brief committee.*
  - Have been on a large publication or research with you but not directly involved. Many large papers or projects have numerous authors who submit information but do not work closely with each other or are cited but were not involved in direct collaboration.
    - *NOTE: On your CV, under each item that falls into this exception, list the external referee's full name and **annotate in bold** how you did not work with each other.*
  - Ask them at a conference if you can have their business card so they can serve as an external referee for your future applications.

- **NOT SURE?**
  - Consider leaving out any referee you are unsure about or might be too close to you. *When in doubt, leave them out!*

o. Refer to page 6 of the [CWRU Appointment and Promotion Qualifications and Standards](#) for more information.

20. ***Colleague referees** (required; input 5 names)*
    a. Enter a minimum of 5 colleague referee names into your application.
    b. To move your application forward, a minimum of 2 acceptable colleague referee letters are needed.
       - If more than the minimum number is received, they will be included.
    c. Are current *or* former colleagues or supervisors who can comment on your administrative service role in a committee, project, or activity in which you were both engaged, and/or any of your teaching activities.
    d. Should NOT have a close familial relationship with you or be anyone likely, or perceived to be likely, to be predisposed, positively or negatively, about you and your application.
    e. The referee will be asked to draw upon their personal experiences with you and will usually not receive your CV or Personal Statement.
    f. It is preferable, but not required, that they have an academic appointment*.*

- For Cleveland Clinic faculty, look up the academic rank in the [CCLCM FindFaculty Search Directory](#).
- Put "N/A" if you cannot find the academic rank of any colleague referee.

g. **CANNOT** be your nominating chair. Other leadership names (leadership of CWRU, CCLCM, and Education) have been blocked from usage.

h. They **cannot** be trainees that you worked with.

i. They can be national (preferred) or international.

j. *You **can** contact your colleague referees, but **ONLY BEFORE** submitting your application.*
   - *You may ask if they can write a reference letter when you apply for a faculty appointment. If they are too busy, that is fine, move on to another person.*
   - *Once you submit your application, you are **NO** longer allowed to speak with them about the letter.*
   - *If you receive an inquiry from a referee, forward it to [CCLCM Faculty Affairs](#) and do **not** answer it yourself.*

k. **Research - Team Scientist *(ONLY if Research/Team-Scientist is your Primary Area of Excellence):***
   - **MUST** enter **5 extra colleague names** into your application!
     - They should be team lead scientist colleague names.
     - Make sure they can vouch for your valuable input to their papers and grants (how you are indispensable).
     - **MUST** email [CCLCM Faculty Affairs](#) the names of the 5 team-lead scientist colleague referees you entered so we can track them to ensure we receive 2 letters.
   - ***Your application will need 2 extra team colleague letters to move forward – for a total of 4 colleague letters.***

21. *Trainee referees (required; input 8 names)*
    a. Enter a minimum of 8 trainee referee names into your application.
    b. To move your application forward, a minimum of 4 acceptable trainee referee letters are needed.
       - If more than the minimum number is received, they will be included.
    c. Are any current or former students/trainees **at any education level** you taught here *or* at another institution.
    d. They can be national or international and will usually not receive your CV.
    e. *You **can** contact your trainee referees, but **ONLY BEFORE** submitting your application.*
       - *You may ask if they can write a reference letter when you apply for a faculty appointment. If they are too busy, that is fine, move on to another person.*
       - *Once you submit your application, you are **NO** longer allowed to speak with them about the letter.*
       - *If you receive an inquiry from a referee, forward it to [CCLCM Faculty Affairs](#) and do **not** answer it yourself.*

Submit Application

22. **Click the SUBMIT button!** *(required)*
    a. You must submit your [CCLCM Online Application](#) for CCLCM Faculty Affairs to begin processing it.
       - You will receive an email confirmation verifying that this action has been completed.
    b. Applications are processed in the order received, *and high volume may delay processing.*
    c. When the CCLCM Faculty Affairs team reviews your application, they will ensure that all your information and materials are acceptable according to the requirements.
       - If any additional items require attention, you will receive an email notifying you of what is still needed.
       - **Failure to comply with requests by CCLCM Faculty Affairs team to update, modify, or obtain requested materials may result in your application being unsubmitted.**
         - Once it is unsubmitted, we encourage you to update your materials and submit it again as soon as possible.
    d. After your application review is complete, Faculty Affairs will email your referees.
       - Every 32 days, a reminder is sent with a maximum of four reminders per referee.
       - If we have **not** obtained the minimum number of letters after 130 days, you will be notified via email to add additional names to your application.
         - If you delay adding new names, your application will be stalled!
       - You may add names at any time during the letter solicitation stage.
         - You do **NOT** need to notify Faculty Affairs when you add names. The system notifies us of this action.
    e. Whenever you update your CV, upload a new version with the current date to your application, ensuring it is in our mandatory CCLCM template.
       - If your CV was updated during the CCLCM Faculty Affairs review stage, you must use the most recent version of your CV when making any new additions.
    f. To understand all the steps to final CWRU approval, see our [Application Review Process](#).
    g. We will notify you via email when your application has been approved by CWRU.
       - After CWRU approval, you should accurately list your CCLCM of CWRU SOM rank and department on your documents, in your signature, and related websites along with your Cleveland Clinic staff title.
         - **Example:** Associate Professor of Medicine at Cleveland Clinic Lerner College of Medicine of Case Western Reserve University School of Medicine.
       - **Never** list a pending (applied for) faculty rank.
       - **Never list** a department other than your CCLCM of CWRU SOM Academic Department.
         - **Incorrect Example:** Clinical Associate Professor of Internal Medicine.
         - **CORRECT Example:** Clinical Associate Professor of Medicine.

Disclaimers

a. All applications are subject to current CWRU policy, even if the policy changes while your

application is being submitted or processed.

b. All approval time frames are average estimates based on application submittal, the upload of correct documents, the selection of accurate referee names, how quickly referee letters are received, and the timing of meetings and approval at CCLCM and CWRU, all of which can vary.

c. If your application is not submitted within 1-2 years, it may be inactivated; you can start a new one at any time.

CCLCM of CWRU SOM Faculty Appointments

CCLCM Office of Faculty Affairs

Education Institute; 9500 Euclid Avenue, EC40; Phone: 216-442-5627; Email: CCLCM Faculty Affairs.

Assistant Professor – Application Requirements
New Appointment & Promotion
Approval Time Frame: 6 - 9 months

Eligibility

- This is a non-tenure Regular track (full-time) rank with Cleveland Clinic Lerner College of Medicine of Case Western Reserve University School of Medicine (CCLCM of CWRU SOM).
  - **If your application receives final approval:**
    - You will remain an employee of Cleveland Clinic or its affiliates and will **not** receive any compensation (salary or otherwise) from CWRU SOM.
    - You will receive minimal benefits from CWRU SOM (ID, email address, etc.), which will be explained in your approval email from CCLCM.
- **REQUIRED REPUTATION: None.**
- The regular track is appropriate if *any* of the following are true:
  - Your Cleveland Clinic work hours are **0.5 FTE or greater**.
    - If your FTE is *less than 0.5*, you can only apply in the Clinical/Adjunct Track.
  - You are a member of Cleveland Clinic professional staff or have a medical/scientific terminal degree at the level of MD, PhD, PharmD (but not a master's degree).
  - You work at the main campus, where there is a greater opportunity to teach and interact with all types of trainees.
  - You work at another location but are committed to academic medicine, which includes accomplishments in professional service (clinical & administrative), education/teaching, and research that impact your specialty.
  - You work in Lerner Research (LRI) or are interested in applying for large grants or research projects where a regular track appointment is often required.
  - You are interested in participating in CWRU governance and committees.
  - You are interested in CWRU being your full-time primary affiliation, rather than another academic institution.
- *What rank is appropriate?*
  - Start by using our CCLCM Comparison Tool of Ranks.
    - Review the requirements, eligibility, and reputation for each rank to determine which one you are qualified for.
  - You can also discuss your reputation and appropriate rank with your chair.
  - If you are still unsure, send your CV in our CCLCM CV Template to FacultyAffairsCCLCM@ccf.org along with your **Primary Area of Excellence** to be reviewed by our Associate Dean. We will email you with his recommendation.
    - **Before sending your CV to us, ensure it is formatted according to our**

CCLCM CV Template (see the link below in the CV section).
- *Note that the recommendation that CCLCM Faculty Affairs provides is not a guarantee of success!*

- **Promotion**
  - Currently appointed as a CCLCM of CWRU SOM Instructor or Senior Instructor.
    - Promotions must be completed in order; therefore, you **cannot** skip any rank.
    - **CANNOT** skip this rank and go directly to Associate Professor or Professor.
  - There is no difference in the documentation requirements between a Promotion and a New Appointment application!
  - Applications can be submitted at any time and will be processed in the same manner as all other applications.
  - After CCLCM approval it will be sent to CWRU for final approval becoming effective either January 1 or July 1 (final approval at CWRU is only twice a year).

- **New Appointment**
  - Currently, you do **not** have a CCLCM of CWRU SOM regular track appointment.
  - Or, you currently have a CCLCM clinical/adjunct appointment and would like to move to the regular track.
    - If appointed in the clinical/adjunct rank, you would apply for a new appointment in the regular track, not a promotion.
    - A promotion only applies if you want to advance within the same track, you are already appointed.

- **If you have a faculty appointment at an outside-external institution, it must be:**
  - Clinical/Adjunct (part-time) appointment.
  - Approved by CWRU along with this faculty appointment.
  - Refer to our [CCLCM of CWRU Outside-External Application](#) instructions for more information.

- Contact [CCLCM Faculty Affairs](#) if you still have questions after reviewing this entire document.

General Considerations

- **Primary Area of Excellence (PAE)** – *Select **ONE** of the following:*
  1. **Professional Service (clinical & administrative)** –The majority of candidates will choose this option because their primary focus is clinical along with administrative duties at Cleveland Clinic, regionally, and nationally through societies and journals and it is how they earned their reputation. Accomplishment in professional service is indispensable for the attainment of the academic goals of the School of Medicine, and the quality of this activity shall be assessed for candidates for a new appointment or promotion. The professional service accomplishments of faculty members may take different forms as defined by the objectives of the various departments. Professional service consists of both administrative and clinical service, and all candidates should demonstrate a continuing commitment to contributions to administrative and service tasks.
     - **Administrative Service explanation:**
       - All faculty will be expected to make administrative service contributions.
       - Examples of administrative service include but are not limited to:
         (1) significant administrative contributions;
         (2) significant contributions to university, hospital, or clinical practice welfare;
         (3) participation in departmental, hospital, university, and/or medical school committees;
         (4) professional memberships and activities and services related to professional societies;
         (5) participation in research review committees of the state and federal government and of voluntary health organizations;
         (6) service on editorial boards of scientific journals or as an examiner on subspecialty boards;
         (7) participation and/or leadership in educational and professional society committees or committees of national, state, and local voluntary health agencies, such as the Academy of Medicine and the Ohio State Medical Association.
     - **Clinical Service explanation:**
       - For those faculty engaged in it, excellence of clinical service will be recognized and evaluated as part of the combined achievements that qualify for a new appointment or promotion.
       - Excellence shall be judged by both objective and subjective measures. The determination of the level of clinical excellence achieved by a candidate for appointment or promotion may include consideration of materials not limited to the following:
         (1) specialty and subspecialty board certification and recertification;
         (2) outcomes data, if available, including mortality and morbidity data, comparative length of stay data, and surveys of patient satisfaction;
         (3) documentation of a reputation for excellence in one's clinical specialty as evidenced by membership or fellowship in professional societies, especially in leadership positions, and

awards for clinical service or patient satisfaction;

(4) documentation of scholarly activities that influence the practice of medicine nationally;

(5) recognition as an authority as indicated by consultations, invited lectures and seminars, visiting professorships, and invited writings; and

(6) letters from those such as department chairs or division directors *(names chosen as colleague referees)* who have directly observed the candidate's clinical work. In addition, letters of reference as to the candidate's degree of excellence in clinical service can be provided by students and residents *(names chosen as trainee referees)* who have been closely associated with the faculty member during their clinical work.

2. **Education/Teaching – Some will choose if their reputation is as an educator, and education is the subject of some of their publications and presentations,** and it is how they earned their reputation.

- A high level of teaching effectiveness, involving the organization, evaluation, and transmission of knowledge, is a primary criterion as well.
- All faculty are expected to participate in teaching.
- The candidate shall have demonstrated a capacity and a desire to maintain teaching effectiveness and show capacity for continuing growth as a teacher.
- It is implicit that teaching effectiveness includes serving as a model of professional conduct for students, colleagues, and patients.
- Standards relating to teaching include:
  - preparation and presentation of material in a well-organized, current, and stimulating fashion as viewed by peers and students;
  - leadership in design, organization, and/or presentation of a course, clinical program, or subdivision thereof;
  - ability to evaluate and counsel students; and
  - participation in postgraduate educational activities.
- Teaching settings are to be broadly defined. They may include:
  - medical student teaching in all venues, subject committees, small group conferences, clinical science programs, elective programs, family clinic, core and optional clerkships, and ambulatory medicine,
  - as well las undergraduate and graduate courses in the basic science departments and in other schools of the university;
  - graduate medical and postgraduate medical teaching; serving as a student advisor or counselor and continuing medical education and community teaching.
- Recognition of performance in these educational activities depends on consistent, enthusiastic participation and offering personal assistance to students. Similarly, recognition for clinical teaching requires contact with students over a sustained period, not limited to occasional ward rounds, demonstrations, or presentations. Such contributions, in general, include functions concerned with

the planning and implementation of teaching with regard to content, depth, coverage, sequence, evaluation, and coordination

- The candidate should exhibit scholarship in teaching as evidenced by careful thought regarding the purpose of teaching, the definition of realistic objectives,
- identification of important material to be presented, selection of the appropriate methods of presentation, the modification of teaching in light of experience, the evaluation of the teaching goals, and a willingness to engage in critical self-evaluation.
- Recognition will be given to original, innovative, and unique contributions and published reports of such contributions. Teaching may be judged to be of high quality, however, without being innovative or original.
- In addition, since administration of education efforts is an integral component of the teaching process, service as a subject committee chair, area of concentration chair, core clerkship director, section leader, residency training program director, or equivalent positions, and service on educational committees constitute significant criteria for consideration.
- Contributions, in general, include functions concerned with the planning and implementation of teaching concerning content, depth, coverage, sequence, evaluation, and coordination. Recognition will be given to original, innovative, and unique contributions and published reports of such contributions.
- Teaching may be judged to be of high quality, however, without being innovative or original.
- In addition, since administration of education efforts is an integral component of the teaching process, service as a subject committee chair, area of concentration chair, core clerkship director, section leader, residency training program director, or equivalent positions, and service on educational committees constitute significant criteria for consideration.

3. **Research** – Chosen only by those who spend almost 100% of their time conducting research as either an independent, team scientist, or a combination of both, and it is how they earn their reputation.
   - Excellence in scholarly research, involving the discovery, organization, interpretation, and transmission of knowledge, is the primary criterion.
   - The quality of the research program of an individual shall be evaluated as to the originality, depth, rigor, and thoroughness of the studies.
   - Important discoveries and innovations in techniques or methods shall lend weight to the assessment.
   - The research may be laboratory, non-laboratory, or patient-based or a combination thereof.
   - Research contributions to be evaluated include publications in scholarly or professional journals, book chapters, books, invited papers and lectures, literature reviews, case history reports, abstracts, book reviews, major reports, and other presentations.
   - Success in obtaining external research grants or other supportive funding shall also be considered in the evaluation of research qualifications.
   - Also to be considered are professional honors, awards, and national offices;

participation in research review committees of the national, state, or local government and of voluntary health organizations; and service on editorial boards of scientific journals or as an examiner on subspecialty boards.

- ▪ The quality research efforts of individuals will be assessed through letters of evaluation of the scholarly work obtained from authorities in the field of interest of the candidate at this and other major academic institutions.
- ▪ While the evaluation of research accomplishment has traditionally focused on the faculty member's individual achievements, including first and senior authorships and funding as principal investigator, the present and future of science will place increasing emphasis on interdisciplinary research team science. Where relevant, therefore, a faculty member's contributions to interdisciplinary research team science shall also be considered. Such factors as originality, creativity, indispensability, and unique abilities may be considered when making this evaluation. The candidate is invited to submit a brief description of his/her role in the team effort, and statements *(names chosen as team scientist referees)* from the principal investigator, the director of the project, and others with first-hand knowledge as to the role of the candidate.

- • **Summary of Exceptional Qualifications**
  - o The balance of accomplishments in teaching, research, and professional service may vary considerably from one candidate to another. While appointment, promotion, and tenure decisions must be based on evidence that candidates can and will continue to satisfy the qualifications described in the Faculty Handbook (Chapter Three, Part One, I. F), exceptional qualifications in one or two areas may partially compensate for less prominent but acceptable accomplishments in another.
  - o There will be unusual instances when research accomplishments are of such high caliber that this activity shall compensate for less prominent but acceptable accomplishments in other activities; similarly there will be unusual instances when involvement in teaching is of such excellence in both quality and quantity and the impact of these contributions on the local environment so great that this activity shall compensate for less prominent but acceptable accomplishments in other activities.
  - o Professional service activities shall be weighed in the assessment of a candidate for promotion and/or the award of tenure and an outstanding record in these activities may on occasion make up for less prominent accomplishments in either teaching or research. Administrative and clinical service contributions may be judged in the assessment of candidates for promotion or the award of tenure, especially when such contributions are clearly and directly related to teaching and/or research, as in the case of service as a subject committee chair, core clerkship director, section leader, or research training

Start Application

1. Start your [CCLCM Online Application](). *(required)*
   a. Choose the correct employer.
      - ▪ London candidates:
        - • Cleveland Clinic Staff = Cleveland Clinic Foundation
        - • Contract Staff = Cleveland Clinic London

- - - Florida and Nevada candidates = Cleveland Clinic Foundation
  - b. Step 1: Select Appointment Type
    - New Appointment vs. Promotion
      - New appointments are for when you are applying for the first time, or you have an appointment in a different track.
      - Promotions are for when you are promoting to the next rank in the track you are currently appointed in.
    - Transfer
      - This is ONLY if you currently have a CWRU Affiliate (CWRU, MH, VA, UH) faculty appointment.
      - MUST transfer the exact track, rank, and Academic Department that you are currently appointed to.
      - If you're not sure of this information, contact CCLCM Faculty Affairs.
      - Refer to our Transfer Instructions for more information.
  - c. Step 2: Select Appointment Level
    - Choose the rank you determine is most appropriate.
      - See the above section on page 2, *"What rank is appropriate?"* for more information.
  - d. Step 3: Review your Requirements
    - Review or Print the Application Requirements.
    - Click "Save and Proceed."

Contact Information Tab

2. **Grant Proxy Access** *(optional)*
   - a. When the application opens, at the top left, you can elect to allow Proxy Access.
   - b. If you have an administrative assistant and would like them to have access to your application, then follow these steps:
     - At the top of your application, click the link where it says, "As an option, you can grant proxy access to your admin staff".
       - Enter your admin's email address or name.
       - Click "Search".
       - Once their name pops up, click "Grant access".
       - You can revoke or grant access to someone new at any time.
       - You cannot grant access to more than one person at a time.
   - c. Proxy access is usually granted for any of the following reasons:
     - To assist you with the application process.
     - Have them check in on the status of your application on your behalf.
     - Will receive most of the emails sent regarding your application.

3. **Personal Information** *(required)*
   - a. Enter your information in all the required fields.
   - b. **Phonetics Pronunciation** should ***NOT BE A NUMBER***, but instead how you sound out your name and how you pronounce it.
   - c. **Credentials** should only be your terminal degree.

d. **ORCID (Open Researcher and Contributor ID) ID** number is now required.
- ORCID ID is a free, unique, persistent identifier; create yours at orcid.org/register.
- Keep your ORCID account up to date with all your past and current accomplishments.
- Only include the number and not the full http link.
- ORCID IDs that end with an X are valid and correct.
    - The last character of an ORCID identifier is a Checksum. It ranges in values from "0" - "10," with X representing the value "10."
    - The "X" must be capitalized for the ORCID identifier to be valid.
    - ORCID IDs are randomly assigned and cannot be changed.

4. **Contact Information** *(required)*
   a. Enter your information in all the required fields.
   b. **Office email** must be a CCF email address.
   c. **Personal email** is required as a secondary contact.
   d. **Address** should **NOT** be your work address; it must be a home address, which is required by CWRU.

5. **Current Employment Information** *(required)*
   a. Enter your information in all the required fields.
   b. Select the correct Institute and Department information from the dropdown menus according to your work location.
      - **CCAD and London** - Select the department at your work location.

Application Details Tab

6. **Your Application Details** *(required)*
   a. **CCLCM Academic Department** – Choose the one that you most closely identify with.
      - CCLCM has 22 Academic Departments approved by CWRU.
      - This is the department you'll be appointed in (for example, Professor of Neurology).
      - This might differ from your Cleveland Clinic Department, Institute, and Primary Clinical Department.
      - If you are unsure, contact your chair to discuss.
   b. **Primary Area of Excellence (PAE)** – Choose the one that your reputation supports.
   c. **Other Current non-CCLCM Academic Appointments** – Should **only** be filled in if you have a faculty appointment at an outside-external institution. It should **not** be used for professional Cleveland Clinic titles or your CCLCM faculty appointment.
   d. **Promotion**
      - You must choose the same CCLCM Academic department in which you are currently appointed.
      - Refer to our CCLCM FindFaculty Search Directory to verify which department you are currently appointed in.
      - If you want your appointment to be in a different department, you must **first**

complete a Change of Department application before starting your Promotion application.

- Refer to our [Change of Department Instructions](#) for more information.
- Contact [CCLCM Faculty Affairs](#) for additional questions.

7. **Your Nominating Chair Details** *(required)*
    a. Select the chair of your department, institute, or CCLCM Academic Chair who knows you best (usually the person who conducts your APR), or contact them to find out whom they prefer you choose.
        - Your chair's CCLCM Academic Department **MUST** be in the same CCLCM Academic Department you have chosen (do **not** have someone in Medicine write a letter for Pathology).
        - Utilize our [CCLCM FindFaculty Search Directory](#) to verify that your chair is in the same CCLCM Academic Department you are applying in.
    b. Your chair **cannot** also serve as a referee.
    c. Find their name in the dropdown menu.
        - If your chair is not listed as an option, then select "Other" at the bottom of the list and enter their information.

Upload Documents Tab
Pre-Chair Approval Section

8. **CV** *(required)*
    a. Download our [CCLCM CV Template](#).
        - ***Must EXACTLY MATCH the new 2024 template** (link above) in font, font size, date order, section format, etc.* Old versions will no longer be accepted.
        - *Do **NOT** submit your application until it does, or it will be returned.*
        - Review the information on the first page of the CCLCM CV Template along with the embedded PDF files labeled:
            - "Introduction, Instructions, Tips/Reminders, Conclusion".
            - "CV Sample".
        - CCLCM Faculty Affairs **cannot** review your CV before submission due to the volume of applications.
        - After submission, all documents will be reviewed, and if anything requires your attention, CCLCM Faculty Affairs will contact you.

9. **Chair Nomination Letter** *(required)*
    a. Now that you have uploaded your CV, you can request that your chair write your nomination letter and provide their approval.
        - You already selected your chair on the Application Details tab of your application.
        - If you need to change the name, it must be done on that tab only.
    b. You **must** use the link in the online application to request a nomination letter from your chair.
    c. The nomination letter is confidential and cannot be shared with you.
    d. An auto-generated reminder email will be sent every two weeks until your chair uploads

their letter.
- If it has been two months and your chair has not uploaded their letter, please contact your chair directly regarding this request.
- If they have an administrative assistant, include them on the email.
- Contact CCLCM Faculty Affairs to assist with the process if it has been three months since your nomination letter was requested and it has not been uploaded.

10. **Candidate Request Letter** *(required for New Appointment ONLY)*
   a. CWRU School of Medicine requires this document.
   b. The Candidate Request Letter (CRL) will be a pop-up document in your application.
   c. Add information about why you want a faculty appointment and what you intend to contribute to CCLCM and CWRU SOM.
   d. Update the CRL as often as you would like.
   e. To see the finished letter, click the "View" button.
   f. Your CRL will only be shared with CCLCM CAP and CWRU CAPT committee members, not with referees.
   g. If the pop-up functionality isn't functioning, then update the Candidate Request Letter document and email it to CCLCM Faculty Affairs.

11. **Terminal Degree/s** *(required for New Appointment ONLY)*
   a. Upload a scanned copy or photo of your terminal degree: MD, PhD, DO, MBBS, PharmD, JD, etc.
   b. If a translation is needed for a foreign language other than Latin, upload a copy.
   c. Make sure it is not a password-protected PDF.
   d. Do **NOT** upload other certificates (testing, training, residency, fellowship, or licensure), transcripts, or other diplomas (bachelor's/master's).

Referee Names Tab

12. **General Referee Information**
   a. **CCLCM Faculty Affairs Office will solicit the referee letters and NOT the candidate.**
      - Letters will be solicited **AFTER** your application has been reviewed to ensure the correct documents were uploaded.
   b. Referees should NOT have a close familial/friend relationship with you or be anyone likely, or perceived to be likely, to be predisposed, positively or negatively, about you and your application.
   c. You are NOT allowed to see a referee letter or consult with a referee on what they will or did put in their letter!
   d. Do NOT contact CCLCM Faculty Affairs to ask if a letter has been uploaded—you are NOT supposed to know what the referee is doing after you put their name in your application!
      - If a referee contacts you during the application process, do NOT answer them! Instead, forward the email to FacultyAffairsCCLCM@ccf.org, and we will answer.
      - Referee letters and the names of those who provide them are confidential and

can never be disclosed, even to your chair.

e. **Lerner Research Institute (LRI) Candidates**
- LRI CAP committee colleague referee letters can be used for your appointment if the letters are **NOT more than 2 years old**.
- It is essential to apply for your CCLCM of CWRU SOM appointment *immediately upon receiving your LRI staff promotion or when hired.*
- *IMPORTANT!* **Your Cleveland Clinic staff title is not the same as a CCLCM of CWRU SOM faculty rank. They are not interchangeable!**
- Contact your LRI Administrator and ask them to send **one** email with each letter as a **separate PDF** to FacultyAffairsCCLCM@ccf.org.
  - You **must enter ALL** the referee names you submitted to LRI in your CCLCM application.
  - If you did **not** give LRI enough names, you must enter extra names to meet the CCLCM minimum number of required names.
  - Faculty Affairs will upload the letters it receives from your administrator.
  - **LRI letters received by CCLCM:**
    - If the letters meet our standards and we receive the minimum required, we will **not** need to solicit any other letters in that referee category.
    - If the letters do **NOT** meet our standards and/or the minimum number required is **NOT** met, we will solicit letters from the other referees you put into your application.
  - You, the candidate, are never allowed to know which letters were received, or the content of the letters received by LRI, and should not be included in any of the emails between your LRI administrator and CCLCM Faculty Affairs regarding the letters.

13. *Colleague referees (required; input 6 names)*
    a. Enter a minimum of 6 colleague referee names into your application.
    b. To move your application forward, a minimum of 3 acceptable colleague referee letters are needed.
       - If more than the minimum number is received, they will be included.
    b. Are current *or* former colleagues or supervisors who can comment on your administrative service role in a committee, project, or activity in which you were both engaged, and/or any of your teaching activities.
       - *IMPORTANT!* **If you are less than 2 years out of post-graduate training, you MUST choose supervisors from your training program and not current coworkers (unless you trained at Cleveland Clinic**).
         - Post-graduate training = intern, resident, fellow, post-graduate doc, etc.
    c. The referee will be asked to draw upon their personal experiences with you and will usually not receive your CV.
    d. It is preferable, but not required, that they have an academic appointment*.*
       - For Cleveland Clinic faculty, look up the academic rank in the CCLCM FindFaculty Search Directory.
       - Put "N/A" if you cannot find the academic rank of any colleague referee.

e. **CANNOT** be your nominating chair. Other leadership names (leadership of CWRU, CCLCM, and Education) have been blocked from usage.

f. They **cannot** be trainees that you worked with.

g. They can be national (preferred) or international.

h. *You **can** contact your colleague referees, but **ONLY BEFORE** submitting your application.*

   ▪ *You may ask if they can write a reference letter when you apply for a faculty appointment. If they are too busy, that is fine, move on to another person.*

   ▪ *Once you submit your application, you are **NO** longer allowed to speak with them about the letter.*

   ▪ *If you receive an inquiry from a referee, forward it to* CCLCM Faculty Affairs *and do **not** answer it yourself.*

Submit Application

14. **Click the SUBMIT button!** *(required)*

a. You must submit your CCLCM Online Application for CCLCM Faculty Affairs to begin processing it.

   ▪ You will receive an email confirmation verifying that this action has been completed.

b. Applications are processed in the order received, *and high volume may delay processing.*

c. When the CCLCM Faculty Affairs team reviews your application, they will ensure that all your information and materials are acceptable according to the requirements.

   ▪ If any additional items require attention, then you will receive an email notifying you of what is still needed.

   ▪ **Failure to comply with requests by CCLCM Faculty Affairs team to update, modify, or obtain requested materials may result in your application being unsubmitted.**

      • Once it is unsubmitted, we encourage you to update your materials and submit it again as soon as possible.

d. After your application review is complete, Faculty Affairs will email your referees.

   ▪ Every 32 days, a reminder is sent with a maximum of four reminders per referee.

   ▪ If we have **not** obtained the minimum number of letters after 130 days, you will be notified via email to add additional names to your application.

      • If you delay adding new names, your application will be stalled!

   ▪ You may add names at any time during the letter solicitation stage.

      • You do **NOT** need to notify Faculty Affairs when you add names. The system notifies us of this action.

e. Whenever you update your CV, upload a new version with the current date to your application, ensuring it is in our mandatory CCLCM template.

   ▪ If your CV was updated during the CCLCM Faculty Affairs review stage, you must use the most recent version of your CV when making any new additions.

f. To understand all the steps to final CWRU approval, see our Application Review Process.

g. We will notify you via email when your application has been approved by CWRU.

   ▪ After CWRU approval, you should accurately list your CCLCM of CWRU SOM

rank and department on your documents, in your signature, and related websites along with your Cleveland Clinic staff title.

- **Example:** Associate Professor of Medicine at Cleveland Clinic Lerner College of Medicine of Case Western Reserve University School of Medicine.

- **Never** list a pending (applied for) faculty rank.
- **Never list** a department other than your CCLCM of CWRU SOM Academic Department.
  - **Incorrect Example:** Clinical Associate Professor of Internal Medicine.
  - **CORRECT Example:** Clinical Associate Professor of Medicine.

Disclaimers

a. All applications are subject to current CWRU policy, even if the policy changes while your application is being submitted or processed.

b. All approval time frames are average estimates based on application submittal, the upload of correct documents, the selection of accurate referee names, how quickly referee letters are received, and the timing of meetings and approval at CCLCM and CWRU, all of which can vary.

c. If your application is not submitted within 1-2 years, it may be inactivated; you can start a new one at any time.

CCLCM of CWRU SOM Faculty Appointments

CCLCM Office of Faculty Affairs

Education Institute; 9500 Euclid Avenue, EC40; Phone: 216-442-5627; Email: CCLCM Faculty Affairs.

<div align="center">

Instructor – Application Requirements
New Appointment & Promotion
Approval Time Frame: 6 - 9 months

</div>

Eligibility

- This is a non-tenure Regular track (full-time) rank with Cleveland Clinic Lerner College of Medicine of Case Western Reserve University School of Medicine (CCLCM of CWRU SOM) that is **ONLY for Lerner Research Institute (LRI) staff with the staff title of Research Associate.**
    - o Your Cleveland Clinic work hours are **0.5 FTE or greater**.
        - If your FTE is *less than 0.5*, you can only apply in the Clinical/Adjunct track.
    - o **Contact your LRI administrator if you have any questions.**
    - o *IMPORTANT! The ranks of Instructor and Senior Instructor can **never** count towards, nor are they eligible for, Emeritus per the CWRU Faculty Handbook.*
    - o If your application receives final approval:
        - You will remain an employee of Cleveland Clinic or its affiliates and will **not** receive any compensation (salary or otherwise) from CWRU SOM.
        - You will receive minimal benefits from CWRU SOM (ID, email address, etc.), which will be explained in your approval email from CCLCM.
- **REQUIRED REPUTATION: None.**
- **New Appointment**
    - o Currently, you do **not** have a CCLCM regular track appointment.
    - o Or, you currently have a CCLCM clinical/adjunct appointment and would like to move to the regular track.
        - If appointed in the clinical/adjunct rank, you would apply for a new appointment in the Regular Track, not a promotion.
        - A promotion only applies if you want to advance within the same track, you are already appointed.
- **If you have a faculty appointment at an outside-external institution, it must be:**
    - o Clinical or adjunct (part-time) appointment.
    - o Approved by CWRU along with this faculty appointment.
    - o Refer to our CCLCM of CWRU Outside-External Application instructions for more information.
- Contact CCLCM Faculty Affairs if you still have questions after reviewing this entire document.

General Considerations

- **Primary Area of Excellence (PAE)** – *Select **ONE** of the following:*
    1. **Professional Service (clinical & administrative)** –The majority of candidates will choose this option because their primary focus is clinical along with administrative duties at Cleveland Clinic, regionally, and nationally through societies and journals and it is how they earned their reputation. Accomplishment in professional service is indispensable for the attainment of the academic goals of the School of Medicine, and the quality of this activity shall be assessed for candidates for a new appointment or promotion. The professional service accomplishments of faculty members may take different forms as defined by the objectives of the various departments. Professional service consists of both administrative and clinical service, and all candidates should demonstrate a continuing commitment to contributions to administrative and service tasks.
        - **Administrative Service explanation:**
            - All faculty will be expected to make administrative service contributions.
            - Examples of administrative service include but are not limited to:
                (1) significant administrative contributions;
                (2) significant contributions to university, hospital, or clinical practice welfare;
                (3) participation in departmental, hospital, university, and/or medical school committees;
                (4) professional memberships and activities and services related to professional societies;
                (5) participation in research review committees of the state and federal government and of voluntary health organizations;
                (6) service on editorial boards of scientific journals or as an examiner on subspecialty boards;
                (7) participation and/or leadership in educational and professional society committees or committees of national, state, and local voluntary health agencies, such as the Academy of Medicine and the Ohio State Medical Association.
        - **Clinical Service explanation:**
            - For those faculty engaged in it, excellence of clinical service will be recognized and evaluated as part of the combined achievements that qualify for a new appointment or promotion.
            - Excellence shall be judged by both objective and subjective measures. The determination of the level of clinical excellence achieved by a candidate for appointment or promotion may include consideration of materials not limited to the following:
                (1) specialty and subspecialty board certification and recertification;
                (2) outcomes data, if available, including mortality and morbidity data, comparative length of stay data, and surveys of patient satisfaction;
                (3) documentation of a reputation for excellence in one's clinical specialty as evidenced by membership or fellowship in professional societies, especially in leadership positions, and

awards for clinical service or patient satisfaction;

(4) documentation of scholarly activities that influence the practice of medicine nationally;

(5) recognition as an authority as indicated by consultations, invited lectures and seminars, visiting professorships, and invited writings; and

(6) letters from those such as department chairs or division directors *(names chosen as colleague referees)* who have directly observed the candidate's clinical work. In addition, letters of reference as to the candidate's degree of excellence in clinical service can be provided by students and residents *(names chosen as trainee referees)* who have been closely associated with the faculty member during their clinical work.

2. **Education/Teaching – Some will choose if their reputation is as an educator, and education is the subject of some of their publications and presentations,** and it is how they earned their reputation.

- A high level of teaching effectiveness, involving the organization, evaluation, and transmission of knowledge, is a primary criterion as well.
- All faculty are expected to participate in teaching.
- The candidate shall have demonstrated a capacity and a desire to maintain teaching effectiveness and show capacity for continuing growth as a teacher.
- It is implicit that teaching effectiveness includes serving as a model of professional conduct for students, colleagues, and patients.
- Standards relating to teaching include:
  - preparation and presentation of material in a well-organized, current, and stimulating fashion as viewed by peers and students;
  - leadership in design, organization, and/or presentation of a course, clinical program, or subdivision thereof;
  - ability to evaluate and counsel students; and
  - participation in postgraduate educational activities.
- Teaching settings are to be broadly defined. They may include:
  - medical student teaching in all venues, subject committees, small group conferences, clinical science programs, elective programs, family clinic, core and optional clerkships, and ambulatory medicine,
  - as well las undergraduate and graduate courses in the basic science departments and in other schools of the university;
  - graduate medical and postgraduate medical teaching; serving as a student advisor or counselor and continuing medical education and community teaching.
- Recognition of performance in these educational activities depends on consistent, enthusiastic participation and offering personal assistance to students. Similarly, recognition for clinical teaching requires contact with students over a sustained period, not limited to occasional ward rounds, demonstrations, or presentations. Such contributions, in general, include functions concerned with

the planning and implementation of teaching with regard to content, depth, coverage, sequence, evaluation, and coordination

- The candidate should exhibit scholarship in teaching as evidenced by careful thought regarding the purpose of teaching, the definition of realistic objectives,
- identification of important material to be presented, selection of the appropriate methods of presentation, the modification of teaching in light of experience, the evaluation of the teaching goals, and a willingness to engage in critical self-evaluation.
- Recognition will be given to original, innovative, and unique contributions and published reports of such contributions. Teaching may be judged to be of high quality, however, without being innovative or original.
- In addition, since administration of education efforts is an integral component of the teaching process, service as a subject committee chair, area of concentration chair, core clerkship director, section leader, residency training program director, or equivalent positions, and service on educational committees constitute significant criteria for consideration.
- Contributions, in general, include functions concerned with the planning and implementation of teaching concerning content, depth, coverage, sequence, evaluation, and coordination. Recognition will be given to original, innovative, and unique contributions and published reports of such contributions.
- Teaching may be judged to be of high quality, however, without being innovative or original.
- In addition, since administration of education efforts is an integral component of the teaching process, service as a subject committee chair, area of concentration chair, core clerkship director, section leader, residency training program director, or equivalent positions, and service on educational committees constitute significant criteria for consideration.

3. **Research** – Chosen only by those who spend almost 100% of their time conducting research as either an independent, team scientist, or a combination of both, and it is how they earn their reputation.
    - Excellence in scholarly research, involving the discovery, organization, interpretation, and transmission of knowledge, is the primary criterion.
    - The quality of the research program of an individual shall be evaluated as to the originality, depth, rigor, and thoroughness of the studies.
    - Important discoveries and innovations in techniques or methods shall lend weight to the assessment.
    - The research may be laboratory, non-laboratory, or patient-based or a combination thereof.
    - Research contributions to be evaluated include publications in scholarly or professional journals, book chapters, books, invited papers and lectures, literature reviews, case history reports, abstracts, book reviews, major reports, and other presentations.
    - Success in obtaining external research grants or other supportive funding shall also be considered in the evaluation of research qualifications.
    - Also to be considered are professional honors, awards, and national offices;

participation in research review committees of the national, state, or local government and of voluntary health organizations; and service on editorial boards of scientific journals or as an examiner on subspecialty boards.

- The quality research efforts of individuals will be assessed through letters of evaluation of the scholarly work obtained from authorities in the field of interest of the candidate at this and other major academic institutions.

- While the evaluation of research accomplishment has traditionally focused on the faculty member's individual achievements, including first and senior authorships and funding as principal investigator, the present and future of science will place increasing emphasis on interdisciplinary research team science. Where relevant, therefore, a faculty member's contributions to interdisciplinary research team science shall also be considered. Such factors as originality, creativity, indispensability, and unique abilities may be considered when making this evaluation. The candidate is invited to submit a brief description of his/her role in the team effort, and statements *(names chosen as team scientist referees)* from the principal investigator, the director of the project, and others with first-hand knowledge as to the role of the candidate.

- **Summary of Exceptional Qualifications**
  - The balance of accomplishments in teaching, research, and professional service may vary considerably from one candidate to another. While appointment, promotion, and tenure decisions must be based on evidence that candidates can and will continue to satisfy the qualifications described in the Faculty Handbook (Chapter Three, Part One, I. F), exceptional qualifications in one or two areas may partially compensate for less prominent but acceptable accomplishments in another.
  - There will be unusual instances when research accomplishments are of such high caliber that this activity shall compensate for less prominent but acceptable accomplishments in other activities; similarly there will be unusual instances when involvement in teaching is of such excellence in both quality and quantity and the impact of these contributions on the local environment so great that this activity shall compensate for less prominent but acceptable accomplishments in other activities.
  - Professional service activities shall be weighed in the assessment of a candidate for promotion and/or the award of tenure and an outstanding record in these activities may on occasion make up for less prominent accomplishments in either teaching or research. Administrative and clinical service contributions may be judged in the assessment of candidates for promotion or the award of tenure, especially when such contributions are clearly and directly related to teaching and/or research, as in the case of service as a subject committee chair, core clerkship director, section leader, or research training

Start Application

1. Start your CCLCM Online Application. *(required)*
   a. Choose the correct employer.
      - London candidates:
        - Cleveland Clinic Staff = Cleveland Clinic Foundation
        - Contract Staff = Cleveland Clinic London

- Florida and Nevada candidates = Cleveland Clinic Foundation
b. Step 1: Select Appointment Type
  - New Appointment vs. Promotion
    - New appointments are for when you are applying for the first time, or you have an appointment in a different track.
    - Promotions are for when you are promoting to the next rank in the track you are currently appointed in.
  - Transfer
    - This is ONLY if you currently have a CWRU Affiliate (CWRU, MH, VA, UH) faculty appointment.
    - MUST transfer the exact track, rank, and Academic Department that you are currently appointed to.
    - If you're not sure of this information, contact CCLCM Faculty Affairs.
    - Refer to our Transfer Instructions for more information.
c. Step 2: Select Appointment Level
  - Choose the rank you determine is most appropriate.
    - See the above section on page 2, **"What rank is appropriate?"** for more information.
d. Step 3: Review your Requirements
  - Review or Print the Application Requirements.
  - Click "Save and Proceed."

Contact Information Tab

2. **Grant Proxy Access** *(optional)*
   a. When the application opens, at the top left, you can elect to allow Proxy Access.
   b. If you have an administrative assistant and would like them to have access to your application, then follow these steps:
     - At the top of your application, click the link where it says, "As an option, you can grant proxy access to your admin staff".
       - Enter your admin's email address or name.
       - Click "Search".
       - Once their name pops up, click "Grant access".
       - You can revoke or grant access to someone new at any time.
       - You cannot grant access to more than one person at a time.
   c. Proxy access is usually granted for any of the following reasons:
     - To assist you with the application process.
     - Have them check in on the status of your application on your behalf.
     - Will receive most of the emails sent regarding your application.

3. **Personal Information** *(required)*
   a. Enter your information in all the required fields.
   b. **Phonetics Pronunciation** should ***NOT BE A NUMBER***, but instead how you sound out your name and how you pronounce it.
   c. **Credentials** should only be your terminal degree.

      d. **ORCID (Open Researcher and Contributor ID) ID** number is now required.
- ORCID ID is a free, unique, persistent identifier; create yours at orcid.org/register.
- Keep your ORCID account up to date with all your past and current accomplishments.
- Only include the number and not the full http link.
- ORCID IDs that end with an X are valid and correct.
  - The last character of an ORCID identifier is a Checksum. It ranges in values from "0" - "10," with X representing the value "10."
  - The "X" must be capitalized for the ORCID identifier to be valid.
  - ORCID IDs are randomly assigned and cannot be changed.

4. **Contact Information** *(required)*
   a. Enter your information in all the required fields.
   b. **Office email** must be a CCF email address.
   c. **Personal email** is required as a secondary contact.
   d. **Address** should **NOT** be your work address; it must be a home address, which is required by CWRU.

5. **Current Employment Information** *(required)*
   a. Enter your information in all the required fields.
   b. Select the correct Institute and Department information from the dropdown menus according to your work location.
      - **CCAD and London** - Select the department at your work location.

Application Details Tab
6. **Your Application Details** *(required)*
   a. **CCLCM Academic Department** – Choose the one that you most closely identify with.
      - CCLCM has 22 Academic Departments approved by CWRU.
      - This is the department you'll be appointed in (for example, Professor of Neurology).
      - This might differ from your Cleveland Clinic Department, Institute, and Primary Clinical Department.
      - If you are unsure, contact your chair to discuss.
   b. **Primary Area of Excellence (PAE)** – Choose the one that your reputation supports.
   c. **Other Current non-CCLCM Academic Appointments** – Should **only** be filled in if you have a faculty appointment at an outside-external institution. It should **not** be used for professional Cleveland Clinic titles or your CCLCM faculty appointment.
   d. **Promotion**
      - You must choose the same CCLCM Academic department in which you are currently appointed.
      - Refer to our [CCLCM FindFaculty Search Directory](#) to verify which department you are currently appointed in.
      - If you want your appointment to be in a different department, you must **first**

complete a Change of Department application before starting your Promotion application.

- Refer to our [Change of Department Instructions](#) for more information.
- Contact [CCLCM Faculty Affairs](#) for additional questions.

7. **Your Nominating Chair Details** *(required)*
   a. Select the chair of your department, institute, or CCLCM Academic Chair who knows you best (usually the person who conducts your APR), or contact them to find out whom they prefer you choose.
      - Your chair's CCLCM Academic Department **MUST** be in the same CCLCM Academic Department you have chosen (do **not** have someone in Medicine write a letter for Pathology).
      - Utilize our [CCLCM FindFaculty Search Directory](#) to verify that your chair is in the same CCLCM Academic Department you are applying in.
   b. Your chair **cannot** also serve as a referee.
   c. Find their name in the dropdown menu.
      - If your chair is not listed as an option, then select "Other" at the bottom of the list and enter their information.

Upload Documents Tab
Pre-Chair Approval Section

8. **CV** *(required)*
   a. Download our [CCLCM CV Template](#).
      - ***Must EXACTLY MATCH the new 2024 template** (link above) in font, font size, date order, section format, etc.* Old versions will no longer be accepted.
      - *Do **NOT** submit your application until it does, or it will be returned.*
      - Review the information on the first page of the CCLCM CV Template along with the embedded PDF files labeled:
        - "Introduction, Instructions, Tips/Reminders, Conclusion".
        - "CV Sample".
      - CCLCM Faculty Affairs **cannot** review your CV before submission due to the volume of applications.
      - After submission, all documents will be reviewed, and if anything requires your attention, CCLCM Faculty Affairs will contact you.

9. **Chair Nomination Letter** *(required)*
   a. Now that you have uploaded your CV, you can request that your chair write your nomination letter and provide their approval.
      - You already selected your chair on the Application Details tab of your application.
      - If you need to change the name, it must be done on that tab only.
   b. You **must** use the link in the online application to request a nomination letter from your chair.
   c. The nomination letter is confidential and cannot be shared with you.
   d. An auto-generated reminder email will be sent every two weeks until your chair uploads

their letter.

- If it has been two months and your chair has not uploaded their letter, please contact your chair directly regarding this request.
- If they have an administrative assistant, include them on the email.
- Contact CCLCM Faculty Affairs to assist with the process if it has been three months since your nomination letter was requested and it has not been uploaded.

10. **Candidate Request Letter** *(required for New Appointment ONLY)*
    a. CWRU School of Medicine requires this document.
    b. The Candidate Request Letter (CRL) will be a pop-up document in your application.
    c. Add information about why you want a faculty appointment and what you intend to contribute to CCLCM and CWRU SOM.
    d. Update the CRL as often as you would like.
    e. To see the finished letter, click the "View" button.
    f. Your CRL will only be shared with CCLCM CAP and CWRU CAPT committee members, not with referees.
    g. If the pop-up functionality isn't functioning, then update the Candidate Request Letter document and email it to CCLCM Faculty Affairs.

11. **Terminal Degree/s** *(required for New Appointment ONLY)*
    a. Upload a scanned copy or photo of your terminal degree: MD, PhD, DO, MBBS, PharmD, JD, etc.
    b. If a translation is needed for a foreign language other than Latin, upload a copy.
    c. Make sure it is not a password-protected PDF.
    d. Do **NOT** upload other certificates (testing, training, residency, fellowship, or licensure), transcripts, or other diplomas (bachelor's/master's).

Referee Names Tab

12. **General Referee Information**
    a. **CCLCM Faculty Affairs Office will solicit the referee letters and NOT the candidate.**
       - Letters will be solicited **AFTER** your application has been reviewed to ensure the correct documents were uploaded.
    b. Referees should NOT have a close familial/friend relationship with you or be anyone likely, or perceived to be likely, to be predisposed, positively or negatively, about you and your application.
    c. You are NOT allowed to see a referee letter or consult with a referee on what they will or did put in their letter!
    d. Do NOT contact CCLCM Faculty Affairs to ask if a letter has been uploaded—you are NOT supposed to know what the referee is doing after you put their name in your application!
       - If a referee contacts you during the application process, do NOT answer them! Instead, forward the email to FacultyAffairsCCLCM@ccf.org, and we will answer.
       - Referee letters and the names of those who provide them are confidential and

can never be disclosed, even to your chair.

e. **Lerner Research Institute (LRI) Candidates**
- LRI CAP committee colleague referee letters can be used for your appointment if the letters are **NOT more than 2 years old**.
- It is essential to apply for your CCLCM of CWRU SOM appointment *immediately upon receiving your LRI staff promotion or when hired.*
- *IMPORTANT!* **Your Cleveland Clinic staff title is not the same as a CCLCM of CWRU SOM faculty rank. They are not interchangeable!**
- Contact your LRI Administrator and ask them to send **one** email with each letter as a **separate PDF** to FacultyAffairsCCLCM@ccf.org.
  - You **must enter ALL** the referee names you submitted to LRI in your CCLCM application.
  - If you did **not** give LRI enough names, you must enter extra names to meet the CCLCM minimum number of required names.
  - Faculty Affairs will upload the letters it receives from your administrator.
  - **LRI letters received by CCLCM:**
    - If the letters meet our standards and we receive the minimum required, we will **not** need to solicit any other letters in that referee category.
    - If the letters do **NOT** meet our standards and/or the minimum number required is **NOT** met, we will solicit letters from the other referees you put into your application.
  - You, the candidate, are never allowed to know which letters were received, or the content of the letters received by LRI, and should not be included in any of the emails between your LRI administrator and CCLCM Faculty Affairs regarding the letters.

13. *Colleague referees (required; input 6 names)*
   a. Enter a minimum of 6 colleague referee names into your application.
   b. To move your application forward, a minimum of 3 acceptable colleague referee letters are needed.
      - If more than the minimum number is received, they will be included.
   b. Are current *or* former colleagues or supervisors who can comment on your administrative service role in a committee, project, or activity in which you were both engaged, and/or any of your teaching activities.
      - *IMPORTANT!* **If you are less than 2 years out of post-graduate training, you MUST choose supervisors from your training program and not current coworkers (unless you trained at Cleveland Clinic**).
        - Post-graduate training = intern, resident, fellow, post-graduate doc, etc.
   c. The referee will be asked to draw upon their personal experiences with you and will usually not receive your CV.
   d. It is preferable, but not required, that they have an academic appointment**.**
      - For Cleveland Clinic faculty, look up the academic rank in the CCLCM FindFaculty Search Directory.
      - Put "N/A" if you cannot find the academic rank of any colleague referee.

e. **CANNOT** be your nominating chair. Other leadership names (leadership of CWRU, CCLCM, and Education) have been blocked from usage.

f. They **cannot** be trainees that you worked with.

g. They can be national (preferred) or international.

h. *You **can** contact your colleague referees, but **ONLY BEFORE** submitting your application.*

- *You may ask if they can write a reference letter when you apply for a faculty appointment. If they are too busy, that is fine, move on to another person.*

- *Once you submit your application, you are **NO** longer allowed to speak with them about the letter.*

- *If you receive an inquiry from a referee, forward it to* CCLCM Faculty Affairs *and do **not** answer it yourself.*

Submit Application

14. **Click the SUBMIT button!** *(required)*

a. You must submit your CCLCM Online Application for CCLCM Faculty Affairs to begin processing it.

- You will receive an email confirmation verifying that this action has been completed.

b. Applications are processed in the order received, *and high volume may delay processing.*

c. When the CCLCM Faculty Affairs team reviews your application, they will ensure that all your information and materials are acceptable according to the requirements.

- If any additional items require attention, then you will receive an email notifying you of what is still needed.

- **Failure to comply with requests by CCLCM Faculty Affairs team to update, modify, or obtain requested materials may result in your application being unsubmitted.**

  - Once it is unsubmitted, we encourage you to update your materials and submit it again as soon as possible.

d. After your application review is complete, Faculty Affairs will email your referees.

- Every 32 days, a reminder is sent with a maximum of four reminders per referee.

- If we have **not** obtained the minimum number of letters after 130 days, you will be notified via email to add additional names to your application.

  - If you delay adding new names, your application will be stalled!

- You may add names at any time during the letter solicitation stage.

  - You do **NOT** need to notify Faculty Affairs when you add names. The system notifies us of this action.

e. Whenever you update your CV, upload a new version with the current date to your application, ensuring it is in our mandatory CCLCM template.

- If your CV was updated during the CCLCM Faculty Affairs review stage, you must use the most recent version of your CV when making any new additions.

f. To understand all the steps to final CWRU approval, see our Application Review Process.

g. We will notify you via email when your application has been approved by CWRU.

- After CWRU approval, you should accurately list your CCLCM of CWRU SOM

rank and department on your documents, in your signature, and related websites along with your Cleveland Clinic staff title.

- **Example:** Associate Professor of Medicine at Cleveland Clinic Lerner College of Medicine of Case Western Reserve University School of Medicine.
    - **Never** list a pending (applied for) faculty rank.
    - **Never list** a department other than your CCLCM of CWRU SOM Academic Department.
        - **Incorrect Example:** Clinical Associate Professor of Internal Medicine.
        - **CORRECT Example:** Clinical Associate Professor of Medicine.

Disclaimers

a. All applications are subject to current CWRU policy, even if the policy changes while your application is being submitted or processed.

b. All approval time frames are average estimates based on application submittal, the upload of correct documents, the selection of accurate referee names, how quickly referee letters are received, and the timing of meetings and approval at CCLCM and CWRU, all of which can vary.

c. If your application is not submitted within 1-2 years, it may be inactivated; you can start a new one at any time.