



Dear Colleague,

On behalf of the School of Medicine, I welcome you to the Faculty of Medicine of Case Western Reserve University. Your general responsibilities will be to participate in teaching programs involving graduate students, medical students, and/or residents, to take part in research programs as funding and your career plans permit, and to carry an appropriate level of administrative service responsibilities.

Since its founding in 1843, the Case Western Reserve University School of Medicine has been at the vanguard of medical education and research. The mission of the School of Medicine (SOM) is to advance the health of humankind through the four interrelated components of Education, Research, Clinical Care, and Public Service. As a research institution, SOM has a tradition of national leadership. SOM consistently ranks in the top tier of the nation's medical schools for federal research funding from the National Institutes of Health and is proud of its Clinical Translational Service Award in partnership with its affiliates, University Hospitals Cleveland Medical Center, Cleveland Clinic, MetroHealth, and the Louis Stokes Cleveland VA Medical Center.

We are delighted that you will be involved in teaching our medical school students. We have developed various policies and procedures relating to teacher-learner relationships to guide both faculty and students. These policies and procedures, a copy of which may be found at <https://case.edu/medicine/curriculum/curriculum-overview/policies-and-procedures>, may be useful in establishing expectations for professionalism.

Thank you for your efforts on behalf of SOM, for your prompt acceptance of the appointment by returning the form, and for your electronic filing of the Outside Financial Interest Report. Again, I welcome you to the CWRU School of Medicine. I hope that your career here will be successful and you will thrive as part of our community.

Sincerely,  
Nicole M. Deming, JD, MA  
Assistant Professor, Bioethics  
Assistant Dean of Faculty Affairs

## Getting Started as Faculty

*Enclosed with this memo you will find your notice of appointment to the Faculty of Case Western Reserve University School of Medicine.*

**Faculty holding a full-time appointment:** Please sign and email this appointment form to School of Medicine Office of Faculty Affairs: [facaffrs@case.edu](mailto:facaffrs@case.edu)

1. The Faculty Handbook requires that you sign the appointment notice; and
2. return it no later than 30 days after you have received it.

**Faculty holding a part-time or secondary appointment:** you may hold on to your form.

## Activate your CWRU Network ID and Email

Upon your entry into the CWRU Faculty Information System (FIS), a Network ID will be automatically generated for you. *You should receive an email with activation instructions in 3-4 days.* If you do not receive these instructions, please contact the Faculty Affairs office at [facaffrs@case.edu](mailto:facaffrs@case.edu), not CCLCM.

If you already have a CWRU Network ID, a new one will not be generated. Your ID/Email should work like normal. Please contact CWRU Faculty Affairs at [facaffrs@case.edu](mailto:facaffrs@case.edu) with any questions and not CCLCM.

## Obtain a CWRU ID Badge

Faculty members can obtain an ID badge by visiting Access Services within the lower level of Crawford Hall on CWRU Main Campus. Crawford Hall is located at 10900 Euclid Ave., Cleveland, OH 44106. **You must present your signed appointment form to receive your ID badge.** If you cannot find your form then contact [facaffrs@case.edu](mailto:facaffrs@case.edu).

Access Services Hours:

- Academic Year Hours, Mon-Fri 9 am – 4 pm
- Summer Hours (June & July), Mon-Thu 9 am – 2:30 pm and Fri 9 am – 2:30 pm

Once you have an ID card, contact Susette Ziats at [susette.ziats@case.edu](mailto:susette.ziats@case.edu) for School of Medicine building access.

## Visit your Record in the Faculty Information System (FIS)

Your faculty record has been updated in the Faculty Information System (FIS), which can be accessed at <https://fis.case.edu>, we ask that you please verify the accuracy of this information. Updating your personal information, demographics, degrees, and preferred email ensures we can contact you regarding faculty reappointment in the next academic year.

Use your Case ID to access FIS, <https://its-services.case.edu/my-case-identity/passphrase/check/>, and Duo authentication <https://case.edu/utech/duo>.

## [Helpful Links and Contacts](#)

### CWRU Faculty Affairs

The School of Medicine's Faculty Affairs team represents the School of Medicine's Dean's office, linking the medical school's faculty and staff with the central university. Faculty Affairs assists departments with managing faculty appointment, reappointment, promotion, and tenure processes. Faculty Affairs staffs the Faculty Council, supports its committees, and conducts faculty elections. We counsel individual faculty and chairs on CWRU and School of Medicine policies and procedures and maintain the faculty database. **If you are with CCLCM, contact that office first with any questions at [facultyaffairsCCLCM@ccf.org](mailto:facultyaffairsCCLCM@ccf.org).**

Please visit our website, <https://case.edu/medicine/faculty-staff/faculty-affairs>, for access to the CWRU Faculty Handbook and the School of Medicine Bylaws as well as useful information regarding CWRU resources.

### [U]Tech Service Desk

CWRU [U]Tech Service Desk offers unlimited and complimentary 24/7/365 computer service and support to CWRU devices, software, and login issues. For assistance contact [216.368.HELP](tel:216.368.HELP), email [help@case.edu](mailto:help@case.edu), use Live Chat, or submit a request at [help.case.edu](https://help.case.edu).

## Benefits Offered to School of Medicine Faculty

### **Access to Software and Educational Programs**

Over 55 software titles are available to download—most at no additional cost. Visit [softwarecenter.case.edu](https://softwarecenter.case.edu) to download Microsoft® Office®, Adobe® Acrobat® Reader, and more. Please note access to software varies depending on software agreements and faculty appointment (**location dependent; only for those in Ohio**).

### **Library Resources**

CWRU Cleveland Health Sciences Library is dedicated to supporting the educational goals and information needs of those engaged in education, research, and practice in the health sciences. Once your CWRU ID is activated, you will receive automatic access to CWRU libraries (**location dependent; only for those in Ohio**). You can access electronic library resources through their website at <https://case.edu/chslibrary/>. Please visit this guide for [Accessing eResources -On and Off Campus](#).

Campus Locations:

*The Allen Memorial Medical Library*  
11000 Euclid Ave., Cleveland, OH 44106

*HEC Library – Samson Pavilion*  
9501 Euclid Ave., Cleveland, OH 44106

This library spans the north side of the Atrium on the second floor and is open to use 24x7.

### **Veale Recreation Center**

All faculty receive access to Veale Recreation Center located at 2138 Adelbert Rd., Cleveland, OH 44106. **Please present your CWRU ID at check-in.**

- four multi-purpose courts (which are frequently used for activities such as basketball, tennis, soccer, and volleyball)
- a six-lane indoor track (8 laps = 1 mile)
- Veale Natatorium and Donnell Pool
- a multipurpose aerobics room
- a cardio exercise room (treadmills, elliptical trainers, stair-step machines, rowing machines, gravitron, and stationary bikes)
- a newly renovated weight room (three separate rooms, main, power lift, and hammer strength)
- nine racquetball courts, two squash courts, and a rock climbing wall

### **CWRU Bookstore Discount**

All faculty receive a 10% discount at the Case Western Reserve University Bookstore located at 11434 Uptown Ave., Cleveland, OH 44106.