

<b>Instructions Regarding</b>	<b>CWRU Request for Approval of an Outside-External Appointment at Another Academic Institution</b> <i>ONLY Applicable for CCLCM Regular (full-time) Track faculty who are appointed for Clinical/Adjunct (part-time) rank at an outside institution.</i>
<b>Approval Timeline</b>	6 - 18 months for CWRU approval
<b>Date</b>	February 18, 2025
<b>Questions Contact</b>	<a href="mailto:FacultyAffairsCCLCM@ccf.org">FacultyAffairsCCLCM@ccf.org</a>

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

### General Information

- **All requests must go through CCLCM Faculty Affairs Office** which will submit the documents to CWRU for approval.
  - **Do NOT contact CWRU directly as this will cause unnecessary delays.**
- Per [CWRU Faculty Handbook](#) (page 52), it applies to all Regular Track (full-time) CCLCM of CWRU SOM faculty (Instructor, Senior Instructor, Assistant Professor, Associate Professor, and Professor). A faculty member **may not** hold appointment in another educational institution without written approval **in advance** by the Provost.
  - This means you must request approval for any clinical or adjunct (part-time) appointments at Outside-External academic institutions.
  - Additional Outside-External full-time appointments are **NEVER** permitted.
  - If your Outside-External Appointment is full-time, per CWRU guidelines, you can **ONLY** have ONE full-time faculty appointment. To be in agreeance, you need to change your Outside-External full-time appointment to part-time (clinical or adjunct track). Once changed, you can then apply for approval.
- If your Outside-External Appointment is at a CWRU affiliate (CWRU, MH, UH, VA), you do **not** need Outside-External approval, and you should start a [Transfer Application](#) instead.
- Reasons you should complete an Outside-External application:
  - You are applying for a new appointment or promotion with CCLCM and need approval for an Outside appointment, too.
    - This Outside application packet will be sent alongside your Regular Track appointment packet when sent to CWRU for final approval.
    - Failure to complete this quickly will delay your Regular Track application.
  - You already have a CCLCM faculty appointment and need approval of this Outside appointment.
    - This application will be sent alone to CWRU for final approval.
    - To ensure your current CCLCM faculty appointment is in the Regular Track, check our [FindFaculty Search Directory](#).
- If your Outside appointment is teaching a course for a program that CWRU also offers, it will **NOT** be approved. Note:
  - You must decide what appointment you want to keep because you cannot continue to teach the outside course and keep your Regular Track (full-time) CCLCM of CWRU SOM appointment.
  - Example: You want to teach an MPH course at Baldwin Wallace, but you are **not** permitted to do so because CWRU also offers this course and program. If you want to continue teaching at Baldwin Wallace, you must change your Regular Track (full-time) CCLCM of CWRU SOM appointment to the clinical or adjunct track (part-time).
- The Outside appointment must **not** interfere with your current responsibilities at CCF, CCLCM, or CWRU.

- A separate application must be completed for each Outside institution.
- **Already have a CCLCM Faculty Appointed?**
  - If you are already appointed as a CCLCM of CWRU Regular Track (full-time) faculty, you must complete and submit your Outside application as soon as possible.
  - Not Sure? Check our [CCLCM of CWRU FindFaculty Search Directory](#).
- **Applying Currently for a CCLCM Faculty Appointment?**
  - If you do NOT have a CCLCM of CWRU Regular Track (full-time) appointment but have started or submitted an application, you must submit this Outside application quickly. It must be sent to CCLCM Faculty Affairs for review and approval **BEFORE** your Regular Track application is sent to CWRU.
  - Failure to complete in this order will delay your Regular Track application.
- Once approved, each Outside institution will need yearly approval per the new Dean's policy.
- **After CWRU approval, you will be notified via email.**

## Documents Required for Application

Send **ONE** email to [CCLCM Faculty Affairs](#) with documents #1-8 attached as separate PDFs and #9 attached as a Word document.

*Please follow these steps in order. Once the first approval has been received, forward the email thread to the next required person so they can see the previous approval and your original email request.*

### 1. Outside-External Request Letter to Dean Gerson

Create a letter to Dean Gerson stating why you request approval for an Outside faculty appointment. Use the below template and fill in your information to complete your letter. You will include this letter when you send emails in the steps below. Do **NOT** send this to Dean Gerson, as he will see it later in the process. Thank you.



Outside Letter to  
Gerson.docx

### 2. Cleveland Clinic Department Chair Email Request

Email your Department Chair requesting approval of your outside appointment using the template below and:

- **Attach your “Outside-External Request Letter to Dean Gerson” from Step 1.**
- **Do NOT copy CCLCM Faculty Affairs or Dean Gerson in this email!**
- If your Cleveland Clinic Department Chair also serves as the CCLCM Academic Chair, skip to #4.
  - Complete list of [CCLCM Academic Chairs](#).
  - Note: if a new CCLCM Academic Chair’s application is still pending approval with CWRU, their name will not appear here until we receive final approval.

#### Sample Email:

Dear Department Chair,

I am applying for an Outside-External appointment with CWRU. Outside-External appointments are when a regular track (full-time) CCLCM faculty member wants a clinical or adjunct (part-time) appointment for teaching outside of CWRU. Attached is my letter to Stan Gerson outlining my request for approval for my outside appointment.

If you agree with the information in my attached letter and that my outside appointment will not conflict with my CCLCM of CWRU SOM or CWRU work, please respond to this email with the following acceptance:

**“Dear Dean Gerson,**

**I agree that this Outside-External appointment will not conflict with CCLCM of CWRU SOM or CWRU and look forward to your and CWRUs approval of this appointment.”**

**ONLY send the email back to me. Dean Gerson does **NOT** need a copy as he will see it later.** I will include your email response with my application materials when I send them to CCLCM Faculty Affairs to process on my behalf. If you have any questions, please contact [CCLCM Faculty Affairs](#).

Best regards,  
**[Your Name]**

### 3. Cleveland Clinic Department Chair Approval Email

A copy/PDF of the email from your Department Chair in support of your Outside faculty appointment.

### 4. CCLCM of CWRU SOM Academic Chair Email Request

Once you've received approval from your Department Chair, you should email the CCLCM of CWRU SOM Academic Chair using your ongoing email thread (so they can see the other approval) along with your CV. (View our [current list of CCLCM Academic Chairs](#).)

- **Attach the "Outside-External Request Letter to Dean Gerson" from Step 1.**
- **Do NOT copy CCLCM Faculty Affairs or Dean Gerson in this email!**

#### Sample Email:

Dear CCLCM Academic Chair,

I am applying for an Outside-External appointment with CWRU. Outside-External appointments are when a regular track (full-time) CCLCM faculty member wants a clinical or adjunct (part-time) appointment for teaching outside of CWRU. Attached is my letter to Stan Gerson outlining my request for approval for my outside appointment.

If you agree with the information in my attached letter and that my outside appointment will not conflict with my CCLCM of CWRU SOM or CWRU work, please respond to this email with the following acceptance:

**"Dear Dean Gerson,**

**I agree that this Outside-External appointment will not conflict with CCLCM of CWRU SOM or CWRU and look forward to your and CWRUs approval of this appointment."**

**ONLY send the email back to me. Dean Gerson does NOT need a copy as he will see it later.** I will include your email response with my application materials when I send them to CCLCM Faculty Affairs to process on my behalf. If you have any questions, please contact [CCLCM Faculty Affairs](#).

Best regards,  
[Your Name]

### 5. CCLCM of CWRU SOM Academic Chair Approval Email

A copy/PDF of the email from your CCLCM of CWRU Academic Chair in support of your Outside-External faculty appointment.

**6. CCLCM of CWRU SOM Assistant Dean for Clinical Education Email Request**

***This step is ONLY needed if your Outside Institution has ANY type of medical degree programs (e.g., OUHCOM, NEOMED, Ohio State University).***

Once you've received approval from your Department Chair, you should email the CCLCM of CWRU SOM Assistant Dean for Clinical Education, Dr. Craig Nielson ([NIELSEC@ccf.org](mailto:NIELSEC@ccf.org)) using your ongoing email thread (so they can see the other approvals) along with your CV. His approval will state that the teaching you are conducting for the outside institution does not conflict with LCME policy.

- **Attach the "Outside-External Request Letter to Dean Gerson" from Step 1.**
- Do **NOT** copy CCLCM Faculty Affairs or Dean Gerson in this email!

Dr. Craig Nielson,

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

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

**"Dear Dean Gerson,**

**I agree that this Outside-External appointment will not conflict with CCLCM of CWRU SOM or CWRU and look forward to your and CWRUs approval of this appointment."**

**ONLY send the email back to me. Dean Gerson does NOT need a copy as he will see it later.** I will include your email response with my application materials when I send them to CCLCM Faculty Affairs to process on my behalf. If you have any questions, please contact [CCLCM Faculty Affairs](#).

Best regards,  
[Your Name]

**7. CCLCM of CWRU SOM Assistant Dean for Clinical Education Approval Email**

***This step is ONLY needed if had to complete step #6 above.***

A copy/PDF of the email from the CCLCM of CWRU SOM Assistant Dean for Clinical Education, Dr. Craig Nielson, in support of your outside faculty appointment.

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

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



CWRU Outside  
Appointment Form

- You must complete a separate form and application packet for each outside appointment you request.
- The information you put on this form should match the information you put in your “**Outside-External Request Letter to Dean Gerson.**”
- **Percent Time Commitment**
  - **MUST** be a percentage based on your commitment during a 40-hour work week.
  - Example: If you're devoting 2 hours of a 40-hour work week, it would be 5%.
  - CWRU's Provost office asks for it specifically as a percentage to make sure the commitment is being represented accurately.
- **After completing the form, include it as a PDF in the application packet you send to [CCLCM Faculty Affairs](#).**
  - Do **NOT** send to Dean Gerson, Nicole Deming, or CWRU.

**9. Updated CV**

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

- Cleveland Clinic staff position: include [start date-present].
- CCLCM of CWRU SOM faculty rank (if already appointed): include [start date-present].
- Outside-External appointment faculty rank **ONLY** if you are already teaching and forgot to get approval before: include [start date-end date] (or, instead of “end date” put “ongoing” if what you are teaching is not for a limited period).

**CCLCM of CWRU Faculty Affairs Provides**

✓ **CCLCM of CWRU Associate Dean for Faculty Affairs Nomination Letter**

A copy of a letter stating that Dr. Gene Barnett, CCLCM of CWRU Associate Dean for Faculty Affairs, approves your Outside-External request.