

Instructions Regarding	Request for Transfer of CWRU Appointment to CCLCM (from a CWRU-affiliated institution)
Approval Timeline	2 - 4 months for CWRU approval
Date	January 31, 2022
Questions Contact	FacultyAffairsCCLCM@ccf.org

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

General Information

- Transfer applications can be started before your official Cleveland Clinic start date, as long as you have accepted an offer letter.
- All CWRU primary appointments must be transferred to CCLCM of CWRU in the non-tenure track.
- Only primary appointments can transfer, secondary appointments will remain with CWRU.
- You will not lose your current CWRU appointment; it will transfer to CCLCM with no break.
- You will not lose your current CWRU email, account access, or network access during the transfer process.
- If you would like a different rank, you can apply for it after the transfer is complete.
- **After CWRU approval you will be notified via email.**

Start and Submit Online Application

Complete an online application with CCLCM. *The documents needed are numbered 1 through 4 below.*

- You can start and submit your online application before you begin at Cleveland Clinic (CC), but you will need to know your exact CC start date.
- Go to our [Faculty Affairs website](#) to look at CCLCM information.
- Login to our [College Portal](#) for the online application. Sign up for a “new account” if you don’t have one.
- Staff are able to assign an admin assistant proxy that can complete and check on the application for them.
- Pick the “Transfer” application type.
 - Fill in the application and upload the needed documents (samples are below).
 - Then **hit “SUBMIT”** so your application can be processed by CCLCM Faculty Affairs.

Documents Required for Application

1. **Notice to Former Chair** –a PDF copy of your email notifying your *former* Academic or Department Chair of the pending faculty appointment change.
 - a. Send the notification to your *former* Chair at the institution you are leaving.
 - b. The Chairs response is *not* needed or required.
 - c. There is a place in the online application to upload a PDF of the email.

Example email you can send to your former Academic Chair:

Dear Chair, **(pick name from list at bottom of these directions)**

As you are aware, I am moving my practice to Cleveland Clinic. I am notifying you that I requested my CWRU academic appointment be transferred to Cleveland Clinic Lerner College of Medicine of Case Western Reserve University, in the non-tenure track.

Thank you for your understanding in this matter. There is no need for you to respond to this email.

Best regards,

Your Name

2. **Email to New CCLCM Academic Chair** –a PDF copy of your email addressed to your *new* CCLCM Academic Chair (see list at bottom of these instructions), requesting the faculty appointment transfer and, if necessary, *noting the change to non-tenure*. All CCLCM faculty appointments are in the non-tenure track.
 - a. There is a place in the online application to upload a PDF of this email.
 - b. Any questions on the effects of your tenure change should be directed to CWRU, not CCLCM.

Example email you can send to your new CCLCM Academic Chair:

- **Copy in new department chair and attached your CV**

Dear Chair, (pick name from list at bottom of these directions)

I am writing this letter to inform you that I currently hold the following CWRU faculty appointment:

- Previous CWRU-affiliate institution
- Current CWRU faculty rank
- Current CWRU academic department
- Non-tenure or tenure

I am requesting my faculty appointment be transferred to CCLCM of CWRU, Department of <CCLCM department>, in the non-tenure track. My CV is attached for your review.

The application requires that you agree to the transfer. I am requesting you provide a very brief email in support, one or two sentences is sufficient. Please send your email to me and I will include it in my packet. Please address the email to Gene H. Barnett, MD, Associate Dean for Faculty Affairs. I have copied in my new department chair so they are aware of this transfer.

Thank you for your assistance,

Your Name

3. **Nomination/Support Email from New CCLCM Academic Chair** –a PDF copy of your new CCLCM Academic Chair's email in support of your faculty appointment transfer to CCLCM.
 - a. This email will be sent to you after your email request in #2 above.
 - b. There is a place in the online application to upload a PDF of this email.
4. **Updated CV** –an up-to-date copy of your CV (Word document in any format). Make sure it includes your Cleveland Clinic staff position and start date and your current CWRU faculty appointment rank and start date.

CCLCM Faculty Affairs will provide

- ✓ **Recommendation of the CCLCM Associate Dean of Faculty Affairs** –a copy of a letter stating that Dr. Gene Barnett approves your request.

CWRU & CCLCM ACADEMIC CHAIRS

Academic Dept	Institution	Chair	Email
Anesthesiology	CCLCM	Christopher Troianos, MD	troianc@ccf.org
	UH	Marc Popovich, MD	Marc.Popovich@uhhospitals.org
	Metro	Luis Tollinche, MD	Ltollinche@metrohealth.org
Dermatology	CCLCM	Allison Vidimos, MD	VIDIMOA@ccf.org
	UH	Kevin Cooper, MD	Kevin.Cooper@Uhhospitals.org
	Metro	David Crowe	abel.torres@case.edu
Emergency Medicine	CCLCM	Stephen Meldon, MD	MELDONS@ccf.org
	UH	Christopher N. Miller, MD	christopher.n.miller@case.edu
	Metro	Charles Emerman, MD	cl2@case.edu
Family Medicine	CCLCM	Donald Ford, MD	FORDD@ccf.org
	UH	Goutham G. Rao, MD	goutham.rao@uhhospitals.org
	Metro	Christine Alexander, MD	caa9@case.edu
Medicine	CCLCM	Brian Mandell, MD	mandelb@ccf.org
	UH	Robert A. Salata, MD	ras7@case.edu
	Metro	M. Michael Wolfe, MD	michael.wolfe2@case.edu
Molecular Medicine	CCLCM	Jonathan D. Smith, PhD	smithj4@ccf.org
Neurological Surgery	CCLCM	Michael Steinmetz, MD	steinmm@ccf.org
	UH	Warren R. Selman, MD	warren.selman@uhhospitals.org
	Metro	Ben Roitberg, MD	broitberg@metrohealth.org
Neurology	CCLCM	Kerry H. Levin, MD	levink@ccf.org
	UH	Anthony J. Furlan, MD	anthony.furlan@uhhospitals.org
	Metro	Joseph Hanna, MD	jhanna@metrohealth.org
Ophthalmology	CCLCM	Daniel Martin, MD	martind5@ccf.org
	UH	Douglas Rhee, MD	dougrhee@aol.com
	Metro	Brendan M. Patterson, MD	patterb2@ccf.org
Orthopaedics	CCLCM	Randall Marcus, MD	randall.marcus@uhhospitals.org
	UH	John H. Wilber, MD	jwilbur@metrohealth.org
	Metro	Patrick Byrne, MD	BYRNEP@ccf.org
Otolaryngology	CCLCM	Cliff A. Megerian, MD	cliff.megerian@uhhospitals.org
	UH	David Stepnick, MD	dstepnick@metrohealth.org
	Metro	Brian Rubin, MD, PhD	rubinb2@ccf.org
Pathology	CCLCM	Clifford V. Harding, MD, PhD	cvh3@case.edu
	UH	Joseph Tomashefski, MD	joseph.tomashefski@case.edu
	Metro	Joseph Tomashefski, MD	joseph.tomashefski@case.edu
Pediatrics	CCLCM	Karen Murray, MD	MURRAYK5@ccf.org
	UH	Marlene Miller, MD	marlene.miller@uhhospitals.org
	Metro	Nazha Abughali, MD	nazha.abughali@case.edu
Physical Medicine	CCLCM	Francois Bethoux, MD	bethouf@ccf.org
	Metro	John Chae, MD	john.chae@case.edu
Plastic Surgery	CCLCM	James E. Zins, MD	zinsj@ccf.org
	UH	Hooman Soltanian, MD	hooman.soltanian@uhhospitals.org
Psychiatry	CCLCM	Donald A. Malone, MD	maloned@ccf.org
	UH	Robert Ronis, MD	rjr4@case.edu
	Metro	Ewald Horwath, MD	ehorwath@metrohealth.org
Radiation Oncology	CCLCM	John H. Suh, MD	suhj@ccf.org
	UH	Mitchell Machtay, MD	mitchell.machtay@uhhospitals.org
Radiology	CCLCM	Gregory Borkowski, MD	borkowg@ccf.org
	UH	Pablo R. Ros, MD, PhD	pablo.ros@uhhospitals.org

	Metro	Robert Ferguson, MD	rferguson1@metrohealth.org
Rep Biology OB/Gyn	CCLCM	Beri Ridgeway, MD	RIDGEWB@ccf.org
	UH	James Liu, MD	raymond.liu@uhhospitals.org
	Metro	Brian Mercer, MD	brian.mercer@case.edu
Surgery	CCLCM	R. Matthew Walsh, MD	walshm@ccf.org
	UH	Joseph F. Sabik III, MD	joseph.sabik@uhhospitals.org
	Metro	Christopher Brandt, MD	christopher.brandt@case.edu
Urology	CCLCM	Georges-Pascal Haber, MD, PhD	HABERG2@ccf.org
	UH	Christopher Gonzalez, MD	Christopher.gonzalez@uhhospitals.org