

Instructions Regarding	Request for Transfer of CWRU Appointment to CCLCM (from a CWRU-affiliated institution)
Approval Timeline	2 - 4 months for CWRU approval
Date	March 5, 2025
Questions Contact	FacultyAffairsCCLCM@ccf.org

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

General Information

- All CWRU primary appointments must be transferred to CCLCM of CWRU in the non-tenure track.
 - If your appointment is at a non-CWRU affiliate, you will need to start a new application.
 - CWRU Affiliates: Case Western Reserve University, MetroHealth, University Hospitals, and Veterans Affairs.
- Transfer applications can be started BEFORE your official Cleveland Clinic start date if you have accepted an offer letter.
- Your transfer application can ONLY be for your current CWRU rank and department.
 - If you would like a different rank, you can apply for it after the transfer is complete.
 - If you would like to change your department, you apply for a “Change of Department” after your transfer is complete.
- 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.
- You have up to one year to obtain the required materials, start/submit your transfer application, and for CCLCM Faculty Affairs to send your application to CWRU for review and approval.
 - *Failing to do so will result in the INACTIVATION of your CWRU faculty appointment and you will have to start a new application with CCLCM.*
- If you had a CCLCM of CWRU faculty appointment, then went to one of CWRU affiliates (CWRU, MH, UH, VA) and a transfer wasn't submitted at that institution, then you came back to CCLCM without going anywhere else, please do the following:
 - Obtain an email from your previous chair at the CWRU affiliate confirming you were at their institution. Send the email AND your CV to [CCLCM Faculty Affairs](#).
 - We will reach out to CWRU to see if your CCLCM of CWRU faculty appointment can be reinstated.
- **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.**

- Start and submit your online application before beginning at Cleveland Clinic, though you will need to put your exact start date on your CV.
- Visit our [CCLCM Faculty Affairs Website](#) for more information.
- Login to our [College Portal](#) for the online application. Sign up for a “new account” if you don't have one.
- Staff can assign an admin assistant proxy to complete and check on their application.
- 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

CCLCM Faculty Affairs does NOT need to be included in with these emails nor do these emails need to be forwarded to us.

1. Former Chair Email

A PDF of the email notifying your *former* Academic or Department Chair of the pending faculty appointment change.

- a. Send the notification to your *former* Chair at the affiliate you are leaving.
- b. The Chair's response is *not* needed or required.
- c. There is a place in the online application to upload a PDF of this email.

Sample Email:

Dear Chair, **[select name from list on pages 4-5]**

As you are aware, I am moving my practice to Cleveland Clinic. I am notifying you that I'm requesting my CWRU faculty 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. Your response is not required to complete my transfer application.

Best regards,
[Your Name]

2. New CCLCM of CWRU Academic Chair Request Email

A PDF of the email addressed to your *new* CCLCM of CWRU Academic Chair (see list on pages 4-5 of these instructions), requesting the faculty appointment transfer and, if necessary, *noting the change to non-tenure*. Do not email your clinical department chair; that is not needed. All CCLCM of CWRU 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.

Sample Email: (copy in your new department chair and **attach your CV**)

Dear Chair, **[select name from list on pages 4-5]**

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 of CWRU 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 are sufficient. Please send your email to me and I will include it in my packet. I have copied in my new department chair, so they are aware of this transfer.

Thank you for your assistance,
[Your Name]

3. **New CCLCM of CWRU Academic Chair Nomination Email**

A PDF of the email from your new CCLCM of CWRU Academic Chair in support of your faculty appointment transfer to CCLCM of CWRU.

- 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 exact start date and your current CWRU faculty appointment rank and start date – present.

CCLCM 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 Transfer request.

CWRU & CCLCM ACADEMIC CHAIRS

CWRU Academic Department	Institution	Chair	Email
Anesthesiology	CCLCM	Christopher Troianos, MD	troianc@ccf.org
	UH	Marc Popovich, MD	Marc.Popovich@uhhospitals.org
	MHMC	Luis Tollinche, MD	Ltollinche@metrohealth.org
Biomedical Engineering	CCLCM	D. Geoffrey Vince, Ph.D.	vinceg@ccf.org
Dermatology	CCLCM	Allison Vidimos, MD	VIDIMOA@ccf.org
	UH	Kevin Cooper, MD	Kevin.Cooper@Uhhospitals.org
	MHMC	David Crowe	dcrowe@metrohealth.org
Emergency Medicine	CCLCM	Stephen Meldon, MD	MELDONS@ccf.org
	UH	Vicki E. Noble, MD	Vicki.Noble@uhhospitals.org
	MHMC	Charles Emerman, MD	CEMERMAN@METROHEALTH.ORG
Family Medicine	CCLCM	Donald Ford, MD	FORDD@ccf.org
	UH	Goutham G. Rao, MD	goutham.rao@uhhospitals.org
	MHMC	Christine Alexander, MD	CALEXANDER@METROHEALTH.ORG
Medicine	CCLCM	Brian Mandell, MD	mandelb@ccf.org
	UH	Robert A. Salata, MD	ras7@case.edu
	MHMC	Richard Blinkhorn, MD	rblinkhorn@metrohealth.org
Molecular Medicine	CCLCM	Jonathan D. Smith, PhD	smithj4@ccf.org
Neurological Surgery	CCLCM	Michael Steinmetz, MD	steinmm@ccf.org
	UH	Nicholas Bambakidis, MD	Nicholas.Bambakidis2@uhhospitals.org
	MHMC	Michael Kelly, MD	mkelly4@metrohealth.org
Neurology	CCLCM	Kerry H. Levin, MD	levink@ccf.org
	UH	Cathy Sila, MD	Cathy.Sila@uhhospitals.org
	MHMC	Agnieszka Ardelt, MD, PhD	aaa264@case.edu
Ob-Gyn & Reproductive Biology	CCLCM	Tommaso Falcone, MD (Interim)	FALCONT@ccf.org
	UH	Stephanie Teal, MD, MPH	stephanie.teal@uhhospitals.org
	MHMC	Donald Wiper III, MD	dwiper@metrohealth.org
Ophthalmology	CCLCM	Andrew Schachat, MD	schacha@ccf.org
	UH	Douglas Rhee, MD	Douglas.Rhee@Uhhospitals.org
Orthopedics	CCLCM	Brendan M. Patterson, MD	patterb2@ccf.org
	UH	James Voos, MD	james.voos@uhhospitals.org
	MHMC	John H. Wilber, MD	jwilbur@metrohealth.org
Otolaryngology	CCLCM	Patrick Byrne, MD	BYRNEP@ccf.org
	UH	Nicole Maronian, MD	Nicole.Maronian@uhhospitals.org
	MHMC	David Stepnick, MD	dstepnick@metrohealth.org
Pathology	CCLCM	Brian Rubin, MD, PhD	rubinb2@ccf.org
	UH	Clifford V. Harding, MD, PhD	cvh3@case.edu
	MHMC	Agnes Loeffler, MD	aloeffler@metrohealth.org

Pediatrics	CCLCM	Karen Murray, MD	MURRAYK5@ccf.org
	UH	Marlene Miller, MD	marlene.miller@uhhosptials.org
	MHMC	Aparna Roy, MD	aroy@metrohealth.org
Physical Medicine	CCLCM	Francois Bethoux, MD	bethouf@ccf.org
	MHMC	John Chae, MD	john.chae@case.edu
Plastic Surgery	CCLCM	Francis Papay, MD	papayf@ccf.org
Psychiatry	CCLCM	Leopoldo J. Pozuelo, MD	POZUELL@ccf.org
	UH	Jeanne Lackamp, MD	JEANNE.LACKAMP@UHHOSPITALS.ORG
	MHMC	Rajendra Badgaiyan, MD	RBADGAIYAN@METROHEALTH.ORG
	VA	Eric Konicki, MD	Eric.Konicki@va.gov
Radiation Oncology	CCLCM	John H. Suh, MD	suhj@ccf.org
	UH	Daniel Spratt, MD	daniel.spratt@uhhospitals.org
Radiology	CCLCM	Peter Liu, MD	liup3@ccf.org
	UH	Donna Plecha, MD	donna.plecha@uhhospitals.org
	MHMC	Venkataramu Krishnamurthy, MD	vkrishnamurthy@metrohealth.org
Surgery	CCLCM	R. Matthew Walsh, MD	walshm@ccf.org
	UH	Joseph F. Sabik III, MD	joseph.sabik@uhhospitals.org
	MHMC	Christopher McHenry, MD (Interim)	CMCHENRY@METROHEALTH.ORG
Urology	CCLCM	Howard Goldman, MD (Interim)	GOLDMAH@ccf.org
	UH	Lee Ponsky, MD	lee.ponsky@uhhospitals.org