Instructions Regarding	**PubMed Vetting of External Referees** *(For New Appointment or Promotion Applicants to Professor and Associate Professor)*
Date	February 14, 2024
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 <u>non-tenure track</u> and terminate simultaneously with ANY type of departure from Cleveland Clinic Foundation and/or affiliates.

General Information
- ***External Referees must be vetted before you can add them to your application!***
- This applies to all candidates applying for a new appointment or promotion to the ranks of Professor or Associate Professor.
- This is a new CWRU requirement to ensure that external letters are all arm's length and usable.
- You will **not** be able to submit your application until this process is complete.

To-Do List
- Create a list of 14 (or more) external referee names you believe are arm's length; 6 of the names should come from your chair.

- Optional: Ask your admin to assist if you have one available.

- Conduct a PubMed search on ALL the names on your list, to be sure you have NOT published with them in the last 7 years (see expanded instructions below).

- Paste the copied link of each acceptable PubMed search on our PubMed Vetting Form.

- If an external referee is UNACCEPTABLE (i.e., you find that you have published with them and therefore, not arm's length), choose a new referee name.

- Put the acceptable referee names into your application.

- Upload your completed PubMed Vetting Form into the "Upload Documents" tab in your application.

Completing the PubMed Search Process
1. Download our PubMed Vetting Form and list each of your tentative external referees' information on it.

2. Go to PubMed.

3. Use the search bar at the top.

a. For accurate results:
   i. Don't Use any filters. You can click the "Reset all filters" on the lower left-hand side of the search screen if needed.

   > Reset all filters
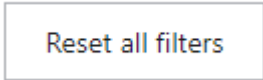
   ii. Enter your name & the referee's name accurately.
      1. Entry order: Your first name, your first initial, referee last name, referee first initial
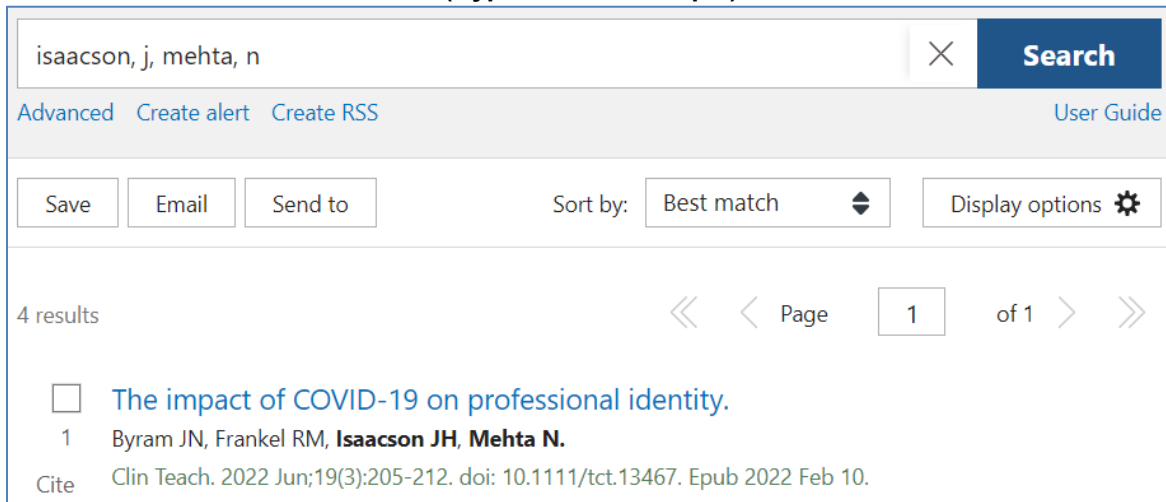   2. Entry example: isaacson, j, barnett, g

4. Results Interpretation
   a. **Acceptable Results (Hypothetical Example):**

isaacson, j, barnett, g	✕	**Search**
Advanced Create alert Create RSS		User Guide

   Sort by: Best match ⬍   Display options ⚙

   No results were found.

   i. Results: Found no results.
      1. If this was a search result for Dr. Isaacson, then Dr. Barnett* would be an acceptable external referee name.

      2. *NOTE! Dr. Isaacson could NEVER use Dr. Barnett as an external referee because he is from Cleveland Clinic, CWRU, and Northeast Ohio and therefore is not qualified. He was only used as a hypothetical example.*

   ii. Copy the **FULL URL** from your search results.
      1. Example: https://pubmed.ncbi.nlm.nih.gov/?term=isaacson%2C+j%2C+barnett%2C+g

   iii. Paste the **FULL URL** in your PubMed Vetting Form.

b. **UNACCEPTABLE Results (Hypothetical Example)**

isaacson, j, mehta, n	✕	**Search**

Advanced   Create alert   Create RSS   User Guide

Save	Email	Send to		Sort by:	Best match ⇕		Display options ⚙

4 results   ≪ ‹ Page | 1 | of 1 › ≫

☐   **The impact of COVID-19 on professional identity.**
1   Byram JN, Frankel RM, **Isaacson JH**, **Mehta N.**
Cite   Clin Teach. 2022 Jun;19(3):205-212. doi: 10.1111/tct.13467. Epub 2022 Feb 10.

  i. Results: Found **4 results**.
     1. It shows each article that Drs. Isaacson and Dr. Mehta* wrote together with the dates of 2022, 2023, 2022, and 2020.

     2. If this was a search result for Dr. Isaacson, then Dr. Mehta* would be an UNACCEPTABLE external referee name.

        a. Dr. Isaacson would **NOT** enter Dr. Mehta into his PubMed Vetting Form or in his application as an external referee.

     3. *NOTE! Dr. Isaacson could NEVER choose Dr. Mehta as an external referee because he is from Cleveland Clinic, CWRU, and Northeast Ohio and therefore is not qualified. He was only used as a hypothetical example.*

c. **"Within the Last 7-Years" Rule**
  i. If the results show articles that are **MORE THAN 7 YEARS OLD**, then the external referee is considered **ACCEPTABLE**.

  ii. If the results shown are **LESS THAN 7 YEARS OLD**, then the external referee is considered **UNACCEPTABLE**.

d. **Other Considerations**
  i. Large group/team collaboration external referees:
     1. While these external could be used (as long as you did not work together), in reality, we would prefer that you omit these names from your application.

     2. It is best to omit them to avoid complications and delays to your final application approval at CWRU.

  ii. *When in doubt, leave them out!*

e. **Having Trouble finding Acceptance External Referee Names?**
  i. Ask your chair or colleagues for assistance.

  ii. Look outside of your subspecialty for additional names.

5. [PubMed Vetting Form](#)
    a. Enter at least 14 **ACCEPTABLE** external referees.
        i. Full Name (First Name, Last Name, Credentials)
        ii. Current Academic Rank
        iii. Current Academic Institution
        iv. PubMed's Full URL Search Results
            1. Example:https://pubmed.ncbi.nlm.nih.gov/?term=isaacson%2C+j%2C+barnett%2C+g

    b. Entry Example:

	External Referee Full Name	Academic Rank	Academic Institution	PubMed's <u>FULL URL</u> of Search Results
1	*Gene Barnett*	*Professor*	*Johns Hopkins*	*https://pubmed.ncbi.nlm.nih.gov/?term=isaacson%2C+j%2C+barnett%2C+g*

6. Online Application
    a. "Upload Documents" tab
        i. **After you have 14 acceptable external referee names on your PubMed Vetting Form,** upload your form into your application under the "Upload Documents" tab of your started application.

            1. **Do NOT put any UNACCEPTABLE referees on your form;** instead pick a new external referee and perform a new PubMed search.

        ii. You will NOT be able to submit your application until this document is uploaded.

    b. "Referees" tab
        i. Do **NOT** enter any external referee names until you have done the PubMed vetting process, and they are deemed acceptable!

        ii. Add acceptable external referees under the "Referees" tab.

        iii. Review to the Requirements for additional guidance on referees.

    c. Submit Application
        i. Once you have all other required information and documents, you can proceed with submitting your application.

        ii. Refer to our Requirements for additional information about your application.