

Case Western Reserve University
College of Arts and Sciences

**NEW APPOINTMENT
COVER SHEET**

(for Associate Professor, Professor, Research Associate Professor, and Research Professor)

NAME OF CANDIDATE: _____

CURRENT DEPARTMENT/INSTITUTION: _____

PRESENT RANK: _____

CANDIDATE IS BEING CONSIDERED FOR: _____

Appointment as (give rank): _____

Case Department of: _____

Award of Tenure: Yes _____ No _____

TENURE STATUS: _____

Candidate must stand for tenure no later than (give academic year) _____

Candidate was awarded tenure in (list year and institution) _____

MATERIALS TO BE INCLUDED, AS REQUIRED, FOR REQUESTED RANK AND TENURE STATUS:

Case Documents:

- _____ Cover Sheet
- _____ Appointment Form
- _____ Affirmative Action Approval
- _____ Guidelines and Evaluation Criteria: Department, College, University

Documents Provided by the Candidate:

- _____ Letter of Application
- _____ C.V. (including list of publications--C.V. must be dated)
- _____ Statements of Research, Teaching, and Service *
- _____ Certification of Terminal Degree
- _____ Publications (3 only)

Evidence of Teaching Effectiveness *

- _____ Course Evaluations
- _____ List (form on website), Sample Request, and Comments from Teaching Evaluators

External Evaluations: List (form on website), Sample Request, Comments and Bios (minimum of 6 required)

Case Evaluations and Voting:

- _____ Vote Tally
- _____ Evaluation – Department Faculty or Special Rank/Tenure Committee
(prepared by chair - include names of all eligible participants, thorough summary of discussion, numerical vote count)
- _____ Evaluation – Committee on Appointments **
(include names, thorough summary of discussion, numerical vote count)
- _____ Evaluation – Dean **

* Required only for files requesting tenure

** Will be supplied by the dean's office