

TRANSFER OF PRIMARY FACULTY APPOINTMENT CHECKLIST

All materials should be submitted via Interfolio to Faculty Affairs. Please <https://case.edu/medicine/faculty-and-staff/office> to submit materials. If you have questions regarding Interfolio, please email SOMInterfolioSupport@case.edu.

Candidate Requirements in Interfolio:

- x Curriculum vitae
- x Verification that former department chair has been notified of the planned change
- x Request for transfer of your primary appointment addressed to new chair
 - o If tenured, please contact faculty affairs facaffrs@case.edu prior to submitting this document

Department Requirements in Interfolio:

- x Request for transfer
 - o Letter to the Dean from the chair of the department to which the faculty member wishes to transfer explaining the basis for the requested transfer
- x The new department CAPT vote that recommends making the transfer, indicates the date of the recommendation and the number voting for and against.