

**2025-2026: CWRU SCHOOL OF MEDICINE PROMOTION
AND TENURE
GUIDELINES, PROCESS, AND PROCEDURES
FOR NOMINATING FULL-TIME FACULTY
FOR PROMOTION TO ASSOCIATE PROFESSOR OR PROFESSOR ON
THE NON-TENURE TRACK**

TABLE OF CONTENTS:

I.	Timeline	2
II.	Review by the Department, MetroHealth, or CCLCM CAPT.....	3
III.	Research Focused Faculty - Independent Scientist and/or Team Scientist? ...	4
IV.	Application materials to be forwarded to the Faculty Affairs Office.....	5
	A. Current CV	5
	B. Self-description	5
	C. Department CAPT Review	5
	D. Chair’s Nominating Letter	5
	E. List of External Referees	6
	F. List of collaborators/mentors/colleagues	7
	G. List of Faculty teaching referees	7
	H. List of Student and Trainee referees (current/former trainees).....	7
	I. List of Service referees	7
	J. Teaching evaluations collected by the department	8
	K. Updating materials	8
V.	Teaching Portfolio	10
VI.	Format for Curriculum Vitae and Bibliography	12
VII.	Candidate Consent for Higher Review	13
VIII.	Self-Initiation	13
IX.	Checklist of materials for Faculty Promotion 2025-2026.....	14
X.	Submission Instructions	16

I. Timeline

The process of promotion to associate professor or professor on the non-tenure track begins in the winter of 2025 for a promotion that is to be effective January 1, 2026.

answer the committee's questions, etc. The committee chair shall forward **ALL** (both positive and negative) recommendations to the committee chair for review and approval. The committee chair shall forward **ALL** (both positive and negative) recommendations to the committee chair for review and approval.

CWRU School of Medicine Promotion and Tenure Guidelines 2025-2026

A typical independent scientist is one who has been awarded or aspires to be awarded federal, foundation, or other extramural funding as Principal Investigator with the greater portion of their research program, publications, and national reputation resting on work derived from research projects for which they have been the major driver. A typical example would be a principal investigator with extramural support awarded through a competitive peer-reviewed process from a federal (e.g., NIH R01, PI on a major component of a program project, VA Merit award) or foundation source who publishes results as first or senior author along with graduate students and other junior scientists.

Typical team scientists are those for whom the greater portion of their research accomplishments, publications, and national reputation rest on original, creative, indispensable, and unique contributions made either a) in conjunction with a group of other scientists or b) with a changing series of groups of other scientists. A team scientist may play the same or different roles within each team. A successful team scientist will be able to document national recognition for the research area, approach, technique or theme that characterizes his or her work through such means as study section memberships, invited presentations, editorial positions on boards of peer review journals, national awards for such work, etc.

A significant portion of a candidate's contributions may be made both as an independent and a team scientist, in which case the candidate should identify himself or herself as both types.

Those who identify themselves as Team Scientists or as Both Team and Independent Scientists are required

CWRU School of Medicine Promotion and Tenure Guidelines 2025-2026

The candidate and the chair are responsible for making sure that their selections meet the definition of “external referee” above. (Please complete and submit the External Reviewer List in the excel template). The specific numbers of external and other types of referees required are indicated below.

- G. Letters from research collaborators (for team scientists only): These letters are intended to elucidate the candidate's role in collaborative research projects or other cooperative efforts.

- N. Updating materials. Chairs are urged to provide the Faculty Affairs Office with relevant updated information (*e.g.*, acceptance of submitted publications, awards of grants, *etc.*) throughout the process so that it can be added to the file to support the candidate's nomination.

V. Teaching Portfolio

All candidates should present a teaching portfolio to enable better evaluation of the quantity and quality of their teaching contributions. **Promotion candidates in the non-tenure track with teaching (rather than research or professional service) as their primary area of excellence for promotion, are required to use the following outline for preparing materials for review.** Their portfolios along with their CV and personal statements will be sent to external referees for their review and comment.

Teaching Portfolios may not exceed 25 pages. If a document exceeds this limit, it will be rejected and if a satisfactory document is not received in its place only the first 25 pages of the original submission will be included in the promotion packet. Teaching evaluations (required for all promotion candidates) do not count towards the 25-page limit in the Teaching Portfolio.

Tenure track candidates and non-tenure track candidates with primary strength in research or professional service are encouraged, but are not required, to submit a Teaching Portfolio.

A. Philosophy of Teaching/Personal Development

Please submit a narrative essay of no more than two pages to answer the following questions:

- Under what conditions do you think students learn best?
- How does the answer to the previous question influence your teaching strategies?
- What teaching choices have you made on that basis?

The CAPT may read your essay to assess the extent to which your teaching is self-reflective, self-critical, and scholarly.

B. A Teaching Inventory.

Please provide an inventory of all your contributions to education since appointment to the Case faculty, and optionally during prior years, organized by level and learners in the manner listed below:

- Local
 - undergraduate students
 - medical students
 - graduate students
 - residents and fellows
 - continuing medical education
 - others
- Regional

CWRU School of Medicine Promotion and Tenure Guidelines 2025-2026

- Please describe your Most Important Teaching Contributions under each of the following headings. If you have not made a significant contribution under all of them, please include a Most Important Teaching Contribution for all the areas to which you have contributed. You may also submit materials you have created or utilized that illustrate the contribution. These materials will be counted towards the 25-page limit.
- curriculum development
- teaching materials development
- teaching administrative leadership
- participation in the community of educators (workshops, publications, demonstrations, etc.)

D. Evaluation Reflections and Awards

Please present evidence, either quantitative or qualitative in nature, that would lead evaluators to conclude that your teaching has been effective. You may also include a description of any plans

VI. FORMAT FOR CURRICULUM VITAE AND BIBLIOGRAPHY

Following is the recommended format for a curriculum vitae and bibliography at Case Western Reserve University School of Medicine. All faculty should maintain a complete and up-to-date curriculum vitae and bibliography. A required template for your CV can be found at <https://case.edu/medicine/faculty-staff/facultyaffairs-hr/forms-additional-information> (Misc. Forms/Format for Curriculum Vitae/Bibliography).

1. Personal data: name; education with dates, places, and types of degrees; postgraduate training with dates and places.
2. Professional appointments: dates, names of departments and institutions, and the rank of the appointment.
3. Licensure and board certification when appropriate.
4. Membership in professional societies: highlight any leadership roles to reflect regional, national and international recognition.
5. Honors and awards.
6. Professional service: service on study sections, editorial boards, professional societies, advisory groups, etc.
7. Service on medical school, hospital or university committees, including the names of the committees and dates of service.
8. Past and present teaching activities: teaching of medical, graduate, postgraduate and undergraduate students and house officers, as well as teaching in undergraduate and other professional schools of the university. The documentation should cover the frequency of the contributions, the number of actual contact hours and additional input such as planning, evaluation and coordination. A listing of former graduate students and their present status would also be a helpful addition. The completed Teaching and Clinical Service Activities Form may substitute for this section of the curriculum vitae for the purposes of the promotions committee. It is the responsibility of each faculty member to maintain a current listing of all teaching contributions.

VII.

X. Submission Instructions

Label the folder as: **Last Name, First Name, degree(s), proposed position, and label as NTT-primary area of interest (e.g., Smith, Avery, PhD, Professor, NTT-Teaching);** - delete.. All materials must be submitted via Interfolio. Please visit WEBSITE for more details.

As you acquire the required materials for each candidate's folder, please use the shortest name possible to identify the document - delete

Please include the candidate's (last name, first name) after the document's name. For example,

- Chair's nominating letter (Smith, Avery)
- Secondary nominating letter (Smith, Avery), if the department chair for a secondary appointment submits a letter
- CV (Smith, Avery)
- Self-Description (Smith, Avery)
- DCAPT vote (Smith, Avery) *or CCLCM CAP vote or MHMC CAPT vote.*
- Teaching portfolio (Smith, Avery)
- Teaching evaluations (Smith, Avery) – previous three years, **specific to the candidate only. Please do NOT include any other faculty members' evaluations**
- Reprint 1 (Smith, Avery), Reprint 2 (Smith, Avery), etc...

*There is no need to put items into individual folders inside the candidate's folder.

*Please make sure to name BIO or CV for each external referee with their last name followed by the candidate's name in parenthesis.

***Please do not run external referees' BIO/CV's all together.**

