

**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**

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Please be aware complete packets are due to Faculty Affairs on June 2 (for July 1 promotions). Each department has its own internal deadlines. Please speak to your Department Chair and Administrator to confirm the deadline.

March-April 2025: Department/system committees on appointments, promotion and tenure (CAPT's) review their candidates.

May 1, 2025: Faculty Candidate must submit a Declaration of Candidacy for Senior Level Promotion on the Non-Tenure Track to Faculty Affairs if they wish to be considered for promotion and/or tenure effective July 1, 2026.

June 2, 2025: Department recommendations for promotion and tenure, with all materials, are due in the Faculty Affairs Office. Of particular importance are **complete referee lists, with current email addresses, and for external referees only, please include the NIH biosketch or the first 3 pages only of the CV. Copies of websites will not be accepted.**

June 2025: The Faculty Affairs Office reviews materials and confirms receipt with department chairs and the administrator through an email. The department will be notified if there are any errors or omissions.

June-August 2025: The Faculty Affairs office solicits letters of reference and receives replies.

September-December 2025: The School of Medicine Committee on Appointments, Promotions, and Tenure 2.7 (i)-1/P at meomnc(et)-1.7 (t)-1.7 (er)0.0

The department, MetroHealth, or Cleveland Clinic Lerner College of Medicine promotions committee shall review senior level promotion (non-tenure track) candidates. The committee should review, at a minimum, the candidate's current CV, recent annual faculty activity summary forms, self-description (identifying the candidate's area of excellence if on the non-tenure track), teaching evaluations, and any other materials it considers relevant. The department chair should always have the opportunity to meet with the committee, and s/he may invite the candidate's division director or research mentor, as appropriate and if applicable, to appear before the committee to advocate on behalf of the candidate, to answer the committee's questions, etc. The committee chair shall forward **ALL** (both positive and negative) department committee promotion and tenure recommendations to the Faculty Affairs Office. *All VA based faculty will be reviewed by the UH DCAPT where their primary faculty appointment resides.

The medical school's CAPT, the dean, the provost, and the president will review all **affirmative** department committee recommendations. Such full higher review will also be accorded only at 3-year intervals, as described in the Faculty Handbook to: (a) negative department committee recommendations on mandatory tenure (i.e., where the candidate is in his/her final pre-tenure year or was not awarded tenure following a previous full higher review for tenure) (b) all self-initiated promotions and tenure considerations proposed by (i) non-tenure track faculty members seeking promotion, (ii) tenured associate professors seeking promotion, and (iii) tenure-track faculty members seeking tenure (with or without promotion); and (c) all self-initiated promotion and/or tenure considerations made after receipt of notice of non-renewal (as described in the Faculty Handbook (Chapter 3, Part One, I.,I. 5. a-b.).

Department CAPT ReportThe department, MetroHealth, or CCLCM promotions committee written report must reflect the committee's discussion, pro and con, and include a numerical vote on the nomination(s). If the vote is not unanimous, the report should explain the basis for the divide. **Committee reports which are cursory or summary in nature will be returned for a more complete and detailed review.** The report must be signed by the committee chair, must include the date of the committee meeting, and must take care to be explicit regarding each candidate's status as either 1) on the tenure track, 2) tenured, or 3) on the non-tenure track.

Voting: Members of the committee are eligible to vote on appointments and promotions only to ranks that are equal to or below their own. That is, associate professors may not vote on promotions to the rank of professor and assistant professors may not vote on promotions to the rank of associate professor or professor. **Only committee members who are tenured may vote on a proposed award of tenure.** If an individual is a candidate for both promotion and award of tenure, separate votes must be taken on each. All members of the committee, regardless of rank or tenure status, however, may participate in discussion regarding all candidates. Voting should be by secret ballot. (,7.1r.f. mtie

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III. Research Focused Faculty - Independent Scientist and/or Team Scientist?

All research focused candidates, whether in the tenure track, already tenured, or in the non-tenure track, with a primary area of excellence for the purpose of promotion in research, must assist the School of Medicine's CAPT and subsequent reviewers to appreciate their research accomplishments by identifying themselves as primarily an independent scientist, a team scientist, or as both.

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 to supplement the materials described in sections IV through VII of this document as follows:

- a. Team candidates' personal statements should include a detailed description of the type or types of contributions they have made to the team or teams of which they are a part and describe the type of team scientist they believe themselves to be;
- b. Team candidates must annotate each team publication and team grant on their CV to indicate the precise role and the nature and extent of the contribution they made to that publication or research;
- c. At least two of the four collaborators/mentors/colleagues selected (see IV. F. below) to write on behalf of the candidate should be identified as a Team Colleague, and one of these should be the team's leader. Such referees will be explicitly asked to address the question of the candidate's contributions to team science;
- d. Team candidates should keep this status in mind when identifying their external referees.

IV. Application Materials to be Forwarded to the Faculty Affairs Office

The department chair (as assisted by a department administrator) is responsible for providing full and detailed information on the candidate's activities to the Faculty Affairs Office so that it can be provided to the School of Medicine CAPT. Incomplete dossiers are potentially detrimental to the candidate.

- A. Current CV, dated, following the format adopted by the faculty (see page 12). Research support should be listed in the CV and include identifying NIH grant number(s), if any, or may be listed

separately as an addendum to the CV. **The CV must accurately list the candidate's CWRU faculty appointment, promotions, and effective dates (see Section VI for details).**

- B. Professional self-description. Candidates are required to provide a narrative professional self-description (three pages or less) in which they highlight their major accomplishments in the areas of research, teaching, or service and comment on relevant matters not discernible from the CV (e.g., specific role within a research team; research theme in grants/articles not easily recognized by those without intimate knowledge of the field; importance to the department/school/hospital of teaching or service activity, etc.). **Team scientists and Individual and Team scientists should be certain to explain the precise nature and extent of their contributions.** If a document exceeds this limit, it will be rejected and if a satisfactory document isn't received in its place only the first 3 pages of the original submission will be included in the promotion packet.
- C. The department, MetroHealth, or CCLCM promotions committee's report. See page 3.
- D. Chair's nominating letter. The nominating letter represents the chair's opportunity to advocate on behalf of the candidate. Along with the candidate's CV and external letters of reference, the nominating letter is of the most critical importance. A chair, hoping to strongly advocate for a candidate, should explain the candidate's past, current, and future role in the department or school, how the candidate helps fulfill departmental or institutional goals, and what curricular, research, or clinical directions the candidate is pursuing. The chair's nominating letter must be dated and

detailed assessment of the candidate's work and scholarly contributions. **An external referee is someone with whom the candidate has not had a working relationship as colleague, collaborator, trainee, or student. Professionals within the same discipline might be acquainted with a candidate and still be classified as external referee if they are “arm’s length” referees whose knowledge of the candidate comes from their awareness and understanding of the candidate's work through publication, presentation, or even personal exchange, so long as that personal exchange is not in the context of a mentor, boss, coworker, etc.** Arm’s length does not mean that the referee must never have met or heard of the candidate, but it does mean that referees should not be those who are likely, or perceived to be likely, to be predisposed, positively or negatively, about the candidate. Referees should be from outside the University, but preferably not outside the academy. External referees are expected to provide an objective assessment of the candidate’s accoer-1.7 (e’(x)-3.r)-1.3 6 (u)-82 661.6a.7 (t)0 5.1 (n)5.1 (ob)

VII. Candidate Consent for Higher Review

If the school-level review is not favorable for either promotion or tenure or both, the candidate should be given the option to either continue with higher review or to withdraw their application. If there is a negative school-level review for tenure but a positive school-level review for promotion, the candidate can determine to move forward with the promotion review only. The decision to withdraw can only be made if the candidate is not in their mandatory tenure or promotion year.

After a negative school-level review, the dean's office should ask the candidate if they want the file to continue for full higher review. If the candidate does not reply to the question in a timely manner, the review will continue to the higher level. The communication to the candidate, as well as the candidate's response, should be included in the file.

VIII. Self-Initiation

If a department-level review, or school-level review if the unit is not organized into departments, is negative, some candidates have the option to self-initiate. According to the Faculty Handbook, a non-tenure track promotion candidate, a tenured associate professor promotion candidate, or a tenure track candidate seeking tenure may initiate formal consideration of promotion and/or tenure at the departmental level by submitting a request in writing to the department chair or dean. Self-initiations are entitled to a full review no more than every three years. (Chapter 3 I.5 and J.1.)

If a candidate self-initiates, the written request should be included in the file.

VII. CHECKLIST OF MATERIALS FOR FACULTY PROMOTION

Candidate: _____

Department: _____

Proposed for promotion to: _____

%o non-tenure track; research, teaching, professional service (faculty must identify a primary area of excellence and secondary area of contribution)

Department contact name: _____

Phone number and email address: _____

All materials must be submitted electronically via Interfolio

A COMPLETE PROMOTION PACKET CONTAINS:

- %o Nomination letter by the chair, addressed to Dean Gerson
- %o If interested in promotion in the candidate's secondary department, nomination letter(s) from chair(s) of department(s) where the candidate holds secondary appointment(s), hospital division chief (must include the DCAPT vote in the letter)
- %o Signed and dated report from the department, MetroHealth, or CCLCM promotions committee that lists the numeric vote. Report separate votes on nominations for promotion and for tenure
- %o Curriculum vitae, including bibliography and listing of past and present research support. ***The CV must be dated and must accurately show dates of faculty appointments.**
- %o Professional self-description, maximum length three pages; may be affixed to the CV.
- %o Teaching Portfolio (required if candidate is in non-0 1 e14 en (n)-3.8 (a6oVEd001

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f (4) Collaborators, former mentors and colleagues suggested by chair and candidate

f (4) Faculty teaching referees suggested by candidate

VIII. 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);**

Please do not hesitate to contact us if you have any questions:

SOM Faculty Affairs Email: facaffrs@case.edu