

2025-2026: CWRU SCHOOL OF MEDICINE
PROMOTION AND TENURE
GUIDELINES, PROCESS, AND PROCEDURES
FOR NOMINATING FULL -TIME FACULTY
FOR PROMOTION TO ASSOCIATE PROFESSOR TENURE
TRACK, PROFESSOR (TENURED) AND/OR AWARD OF TENURE

TABLE OF CONTENTS :

I.	Timeline	2	
II.	Review by the Department or MetroHealth CAPT.....	3	
III.	Research Focused Faculty - Independent Scientist and/or Team Scientist?	4	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	8	
G.	List of Faculty Teaching Referees	8	
H.	List of Student and Trainee Referees (current/former trainees).....	8	
I.	List of Service Referees	8	
J.	Teaching Evaluations Collected by the Department	8	
K.	Updating Materials	9	
V.	Teaching Portfolio	10	
VI.	Format for Curriculum Vitae and Bibliography	12	
VII.	Candidate Consent for Higher Review	13	I. Timeline

The process of promotion to associate professor tenure track, professor (tenured), and/or the award of tenure, begins in the spring of ~~2025~~ or promotion and/or tenure that is to be effective July 1, 2026

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

March 31, 2025F

_____ forward ALL (both positive and negative) department committee promotion and tenure recommendations to the Faculty Affairs Office.

**All VA based faculty will 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 ~~every~~ at 3 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 pretenure 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

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~~ 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 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 4.4 (a).ii

CWRU School of Medicine Promotion and Tenure Guidelines 2024-2025

- A. _____ Current CV, dated, following the format adopted by the faculty (see page 11). 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

compare to other faculty in the department. This summary is generally between a paragraph to one page

- M. Reprints. Candidates are welcome to submit up to 5 key reprints. Publications such as peer reviewed articles and individual book chapters are highly recommended. Case reviews, article/literature reviews, and editorials are acceptable. Abstracts, poster presentations, and

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 ~~update~~ curriculum vitae and bibliography. A required template for your CV can be found at <http://casemed.case.edu/facultyaffairs/administrators/faculty.cfm> (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. 84 Tm0Tw 36.667 0 Td ()Tj E52Body <</25130 Td ()Tj /TT0 1 Tf1-0.00.506.002 T7c 0 TVII7 -2. (.)1.6 () T

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 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

- f* (4) Collaborators, former mentors and colleagues suggested by chair and candidate
- f* (4) Faculty teaching referees suggested by candidate
- f* (10) List of students, graduate students, residents, and ~~doctoral~~ postdoctoral trainees who can be asked to write evaluations suggested by candidate
- f* (if applicable) Chief residents from previous three years, if candidate teaches residents (provided by the department chair)
- f* (4) Service referees: selected by department chair and candidate

VIII. Submission Instructions

Label the folder as: Last Name, First Name, degree(s), proposed position, and, if tenured, label as Tenured (e.g. Smith, Avery, Tenured) or in the tenure track, label as TT (e.g., Smith, Avery, Professor, TT)

As you acquire the required materials for each candidate's folder