

Case Western Reserve University
College of Arts and Sciences

**NEW APPOINTMENT
COVER SHEET**

(Use only for a new appointment at the rank of Senior Instructor, Associate Professor, Professor,
Research Associate Professor, or Research Professor.)

NAME OF CANDIDATE: _____

CURRENT DEPARTMENT / INSTITUTION: _____

PRESENT RANK: _____

CANDIDATE IS BEING CONSIDERED FOR:

Appointment as (list rank) *: _____

CWRU Department of: _____

Award of Tenure: Yes _____ No _____

TENURE STATUS:

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

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

MATERIALS TO BE INCLUDED IN THE FILE (incomplete files will be returned):

Cover Sheet / Vote Tally / Evaluations

Cover Sheet (Table of Contents)

Vote Tally (use form on website: <http://artsci.case.edu/forms/>)

Evaluation – Dean ****

Evaluation – Committee on Appointments ****

Evaluation – Department Chair or Special Committee Chair

Evaluation – Department Faculty or Department-Level Committee

Candidate Documents:

Appointment Form

Affirmative Action Approval

Letter of Application

CV

Statements – Research / Teaching / Service **

Certification of Terminal Degree

Examples of Research/Scholarly/Creative Work (3 only)

(Senior Instructor files must include this material if research is one of the two areas of focus)

External Evaluations: List (use form on website), Sample Request, Comments and Bios

(minimum of 4 for Senior Instructor; minimum of 6 for other ranks noted above)

Research Collaborators (optional): List (use form on website), Sample Request, Comments and Bios (max of 4)

Teaching Evaluations: List (use form on website), Sample Request, and Comments from Evaluators

Course Evaluation Overview ***

Guidelines and Evaluation Criteria:

Department

College

University

* Appointment as Senior Instructor will note the two areas of focus from research/teaching/service and provide documentation accordingly.

** Senior Instructor will provide two of three statements. Only Research Statement required for Research Associate Professor or Research Professor.

*** Not required for Research Associate Professor or Research Professor

**** Will be supplied by the dean's office