

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

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