

Case Western Reserve University
College of Arts and Sciences
REQUIRED DOCUMENTS FOR FACULTY AND RESEARCH APPOINTMENTS

Rank	Startup Checklist	Appt Form	Cover Sheet	CV	Ltrs of Eval	Cert of Degree	Affirm Action	Dept Fac Vote	Chair's Memo	Appt Comm	Provost	Appt Ltr from Dean	BoT App	
Instructor	X	X		X	2	(g)	X	X	X		X	X	X	
Sr Instructor	X		See New Appointment Cover Sheet for list of required documents for Appointment File								X	X	X	X
Asst Professor	X	X		X	3	(g)	X	X	X		X	X	X	
Assoc Professor	X		See New Appointment Cover Sheet for list of required documents for Appointment File								X	X	X	X
Professor	X		See New Appointment Cover Sheet for list of required documents for Appointment File								X	X	X	X
Lecturer		X		X	2	(g)	(a)				(a)	X		
Secondary (c)		X		X	(f)			sr ranks			(h)	X		
Emeritus (d)			X	X				X	X	X	(i)	(e)	X	
Adjunct Instructor		X		X	(b)	(g)						X		
Adj Asst Prof		X		X	(b)	(g)						X		
Adj Assoc Prof		X		X	(b)	(g)		X				X		
Adj Professor		X		X	(b)	(g)		X				X		
Visiting Instructor		X		X	2	(g)	X				X (j)	X		
Visit Asst Prof		X		X	2	(g)	X				X (j)	X		
Visit Assoc Prof		X		X	2	(g)	X	X			X (j)	X		
Visit Prof		X		X	2	(g)	X	X			X (j)	X		
Research Scholar		X		X		(g)						X		
Rsch Assoc		X		X		(g)	X					X		
Sr Rsch Assoc		X		X		(g)	X					X		
Rsch Assoc Prof			See New Appointment Cover Sheet for list of required documents for Appointment File								X		X	
Rsch Prof			See New Appointment Cover Sheet for list of required documents for Appointment File								X		X	

- (a) Required only for full-time appointments.
- (b) Two current letters of evaluation are required for the initial appointment when the appointee will be the instructor of record.
- (c) Letter of approval required from chair of department where candidate holds primary appointment.
- (d) No relationship (new or continuing) can be entered into with a retired faculty member without prior approval of the dean.
- (e) Appointment issued by the president upon approval of the Board of Trustees.
- (f) Letter of endorsement from individual's primary department chair or dean is required.
- (g) Official Transcript - required for initial appointment only.
- (h) Provost's approval is required for secondary appointments between schools.
- (i) Provost's approval is not required for continued employment of emeritus faculty (teaching).
- (j) Provost's approval is not required for a new faculty short-term appt intended to serve as a bridge to a permanent faculty appt.