

Case Western Reserve University  
College of Arts and Sciences

**REQUIRED DOCUMENTS FOR FACULTY AND RESEARCH APPOINTMENTS**

Rank	Appt Form	Start-up Checklist	Cover Sheet	CV	Ltrs of Eval	Cert of Degree	Affirm Action	Dept Fac Vote	Appt Comm App	Provost App	Appt Ltr from Dean	Trustee App
Instructor	X			X	2	(g)	X	X		X	X	X
Sr Instructor	X			X	2	(g)	X	X		X	X	X
Asst Professor	X	X		X	3	(g)	X	X		X	X	X
Assoc Professor	X	X	X	X	6	(g)	X	X	X	X	X	X
Professor	X	X	X	X	6	(g)	X	X	X	X	X	X
Lecturer	X			X	2	(g)	(a)				X	
Secondary (c)	X			X	(f)			sr ranks		(j)	X	
Emeritus (d)			X	X	Dept Chair			X	X	(k)	(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(i)				X	
Visit Asst Prof	X			X	2	(g)	X(i)				X	
Visit Assoc Prof	X			X	2	(g)	X(i)				X	
Visit Prof	X			X	2	(g)	X(i)				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	X		X	X	8	(g)	(h)	X	X		X	
Rsch Prof	X		X	X	10	(g)	(h)	X	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) Required for initial appointment only.
- (h) Contact the Office of Equal Opportunity and /Diversity for a list of required documents.
- (i) Submit a copy of the advertisement with the appointment documents.
- (j) Provost's approval is required for secondary appointments between schools.
- (k) Provost's approval is not required for continued employment of emeritus faculty (teaching).