**Candidate:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requested effective period (three-year maximum):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed for appointment as:**

 **visiting professor**

 **visiting associate professor**

 **visiting assistant professor\***

 **visiting senior instructor**

 **visiting instructor**

\* Candidates recruited as visiting assistant professor prior to completing the PhD or other terminal degree may be appointed as visiting instructor pending completion of the degree; see policy.

**Is candidate eligible to work in U.S.?** \_\_\_\_\_\_\_\_\_\_ If candidate is not a U.S. citizen or permanent resident, go to <https://case.edu/hr/programs-services/immigration-services>.

**Attachments:**

 Dean’s recommendation

 Department chair’s nomination (if school is organized into departments)

 **Preapproved** offer letter that includes salary and other financial arrangements (If offer letter does not state salary, enclose other statement of financial commitment.)

 Vote from the department or department equivalent (if school is organized into departments and/or if required by school’s bylaws)

 Vote from the faculty Committee on Appointments, Promotions and Tenure (if required by school’s bylaws)

 Candidate’s curriculum vitae

 Proof of terminal degree and/or professional degree (transcript, copy of diploma, letter from registrar of granting institution, etc.). See credentials verification guidelines to determine if review is required.

 Affirmative Action approval dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For provost’s office use:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Vice Provost Approval Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Provost Approval Date