CCLCM Faculty Appointment Process

Dineen A. Lancaster, BA
Faculty Affairs Manager
Contact Information
216.442.5627
facultyaffairsCCLCM@ccf.org
All appointments are non-tenure

- You will receive these CWRU Benefits
  - CWRU ID Card
  - CWRU email address & network access
  - Use of CWRU gym for those in Cleveland
  - Discounts at CWRU bookstore
  - Possible electronic access to CWRU libraries; this is dependent on your work location
LCME Accrediting Body

- Liaison Committee on Medical Education is the U.S. Department of Education-recognized accrediting body for programs leading to MD degree in U.S. and Canada
- Jointly sponsored by AMC and AMA
- All staff must have faculty appointments
Start your own application

• Choose regular track or clinical track
• Either track allows you the choice to teach
• Faculty Affairs will facilitate a Clinical or Adjunct Assistant Professor appointment for you if you do not apply for your own rank within a few months of employment
Reasons to become faculty

• Cleveland Clinic is an academic medical center and teaching hospital
• Recognizes your involvement and dedication to teaching and research
• So your staff and academic rank match
• Necessary for many types of grants/awards
Transfer Appointments

• A transfer is only for those who are moving directly from a CWRU affiliated institution:
  - MetroHealth System
  - University Hospitals
  - VA Cleveland Medical Center

• Your CWRU appointment moves to CCLCM
• After, you can choose a different rank
Regular Track Ranks

- Professor
- Associate Professor
- Assistant Professor

- Allows you to vote on CWRU SOM issues
Required for Regular Track

• Your CV must be in the new CCLCM Template format
• It is very important to have a neat and well organized CV
• CVs with mislabeled publications or missing start-end dates can be rejected by the review committees
Clinical Track Ranks

- Clinical Professor (or Adjunct)
- Clinical Associate Professor (or Adjunct)
- Clinical Assistant Professor (or Adjunct)

GME Residents/Fellows can apply for Clinical Instructor (or Adjunct)
Changing Appointment Rank

• If you move up in the same track it is a Promotion
  - You should do this when you meet the requirements which vary for each rank

• If you move from clinical to regular track or vice versa it is a New Appointment
  - You can do this at anytime
Submission Deadlines

• Regular Track Promotion to Associate Professor or to Professor
  - January 31st each year
• Emeritus Appointments
  - August & January each year
• All other appointments (new, junior promotions, etc.)
  - No deadlines
Faculty Affairs Website
– Screenshots
CCLCM Website

• Requirements Worksheet have up-to-date appointment details
• Comparison Tool for deciding between appointments and tracks
• These slides are also on our website
Faculty

Back row, left to right: J. Harry (Bud) Isaacson, MD, FACP, Christine Moravec, PhD, Linda Graham, MD, Neil Mehta, MBBS, MS, Gene H. Barrett, MD Front row, left to right: Craig Nielsen, MD, S. Beth Bierer, PhD, Kathleen Franco, MD

Many of the 3,600-plus Cleveland Clinic staff physicians and scientists serve as faculty members, dedicating their time to teaching and developing future physician investigators. Our medical students consistently report that they are not only graciously welcomed by faculty, but also treated like colleagues.

As a student, you have both a physician advisor and a research advisor who work with you to help ensure successful progress through the program.

Appointments and Promotions
Apply for an appointment or promotion, and more.

Faculty Affairs Office
Learn who to contact for faculty affairs, find faculty policies, and more.

Current College Faculty
Our faculty members are not only exceptional physicians and scientists, but they also are excellent teachers.
Cleveland Clinic Lerner College of Medicine of Case Western Reserve University

Current College Faculty

College faculty have myriad opportunities for continuing education and skill building, available through the Office of Educator and Scholar Development within the Center for Educational Resources.

View the Current CCLCM Faculty List.
(Best viewed in Google Chrome)

Looking for a CWRU faculty member? Search CWRU Faculty.
(Best viewed in Google Chrome)

CCLCM Curriculum Leaders

For detailed information about faculty including publications, visit Find a Doctor, where you can easily search by name.

Executive Dean
Isaacson, J. Harry, M.D. (10/2016 - 6/2020)

Associate Dean - Curricular Affairs

Assistant Dean - Clinical Education
Nielsen, Craig, M.D. (10/2016 - 6/2018)

Associate Director - Clinical Education

Assistant Dean - Research Education
Graham, Linda, M.D.

Associate Director - Research Education
Jorgensen, Trine, Ph.D.

Assistant Director - Research Education
Heston, Warren, Ph.D.

Assistant Dean - Basic Science Education
Moravec, Christine, Ph.D.

Associate Director - Basic Science Education
Lindell, Michael, M.D. (6/2016 - 6/2017)
Appointment Timelines
Regular Track Timelines

• Professor
  - 12 to 14 months

• Associate Professor
  - 12 to 14 months

• Assistant Professor
  - 6 to 9 months
Clinical Track Timelines

- Clinical Professor
  - 6 to 8 months
- Clinical Associate Professor
  - 6 to 8 months
- Clinical Assistant Professor
  - 1+ month
Promotion Timeline (only)

• January 31st each year – CCLCM applications due
• Spring/Summer – apps processed and CAP votes
• Fall – approved apps sent to CWRU
• Winter following year – CWRU CAPT votes
• Spring following year – CWRU Dean, Provost, President & BOT votes
• June 20th following year – BOT approval is shared
• July 1st following year – Approved apps are effective
Other Timelines

• Clinical Instructor and Transfer
  - 1 to 3 months
• Emeritus
  - 6+ months
• Senior Regular Track Promotions
  - 18 months *(deadline is every 1/31)*
**Glossary**

Adjunct – clinical track appointments for those with a PhD degree

CCLCM – Cleveland Clinic Lerner College of Medicine

CCLCM CV Template – template that is required for full-time applications

CV – curriculum vitae, upload a new version into your application whenever you have updates or changes

CWRU – Case Western Reserve University

Clinical – clinical track appointments for those with a MD degree

LCME – Liaison Committee on Medical Education, our accrediting body

New Appointments – pick this even if you have a current appointment, as long as you are moving from one track to another track; example clinical assistant professor to assistant professor

Non-tenure – CCLCM appointments are *always in the non-tenure track*

Primary Area of Excellence – must be chosen when you start your application; usually “Clinical service, including clinical research”, or “Research”, or very few choose “Teaching”

Promotion – moving to the next higher level appointment in the same track, Senior Promotions have a strict timeline

Proxy Access – grant your administrative assistant proxy access to your CCLCM application

PS – personal statement, written in first person narrative

Referees Names – needed for many appointments and can never be contacted by the candidate

Secondary Application – can only be done after you are appointed and always at the same rank

Terminate – CCLCM appointments always terminate when your staff appointment with CC or an affiliate ends

Transfer Application – can only transfer a current CWRU appointment from UH, Metro, or VA to CCLCM