

TRANSFER APPLICATION INSTRUCTIONS

Transfer your primary CWRU appointment to CCLCM

~All Cleveland Clinic Lerner College of Medicine (CCLCM) appointments are in the non-tenure track and terminate simultaneously with resignation, retirement, or loss of employment with Cleveland Clinic and affiliates.~

Questions or Concerns: Dineen A. Lancaster 216.442.5627 or facultyaffairsCCLCM@ccf.org

- Transfer applications can be started before your official Cleveland Clinic start date, as long as you have been approved by the Board of Governors and have a ccf.org email address.
- All CWRU primary appointments must be transferred to CCLCM of CWRU in the non-tenure track.
- Only primary appointments can transfer, secondary appointments will remain with CWRU.
- I will take care of the whole application process and copy you in on emails that need to be sent to complete your transfer application. Emails will be sent to your former academic chair and your new CCLCM academic chair.
- You will not lose your current CWRU appointment; it will transfer to CCLCM with no break in the appointment.
- You will not lose your current CWRU email, account access, or network access during the transfer process.
- If you would like a different rank, the application for it cannot be started until after the transfer is complete.
- It can 1- 3 months for CWRU approval; CCLCM Faculty Affairs will notify you via email once approved.

Instructions

Email facultyaffairsCCLCM@ccf.org the following information as soon as possible:

1. Current CWRU faculty appointment rank and department
 - a. Example: Assistant Professor of Urology
2. If you had tenure or not at your former institution (all CCLCM appointments are in the non-tenure track)
 - a. If you had tenure, it would be forfeited when you move to CCLCM
3. Name of your former institution: UH, MetroHealth, or VA
4. Name of your new department chair at Cleveland Clinic
5. Your updated CV that includes your start date at Cleveland Clinic
 - a. **Send it in Word doc format**
6. Your personal (non-ccf) email address
7. Your Race/Ethnicity
 - a. Choose from: Asian, Black, Hispanic, Not Disclosed, Other, and White

That is it; CCLCM Faculty Affairs will take care of the rest!