CCLCM of CWRU
Faculty Appointment Screenshots

How to Apply

Cleveland Clinic
Lerner College of Medicine

CASE WESTERN RESERVE
UNIVERSITY
School of Medicine

Getting Started

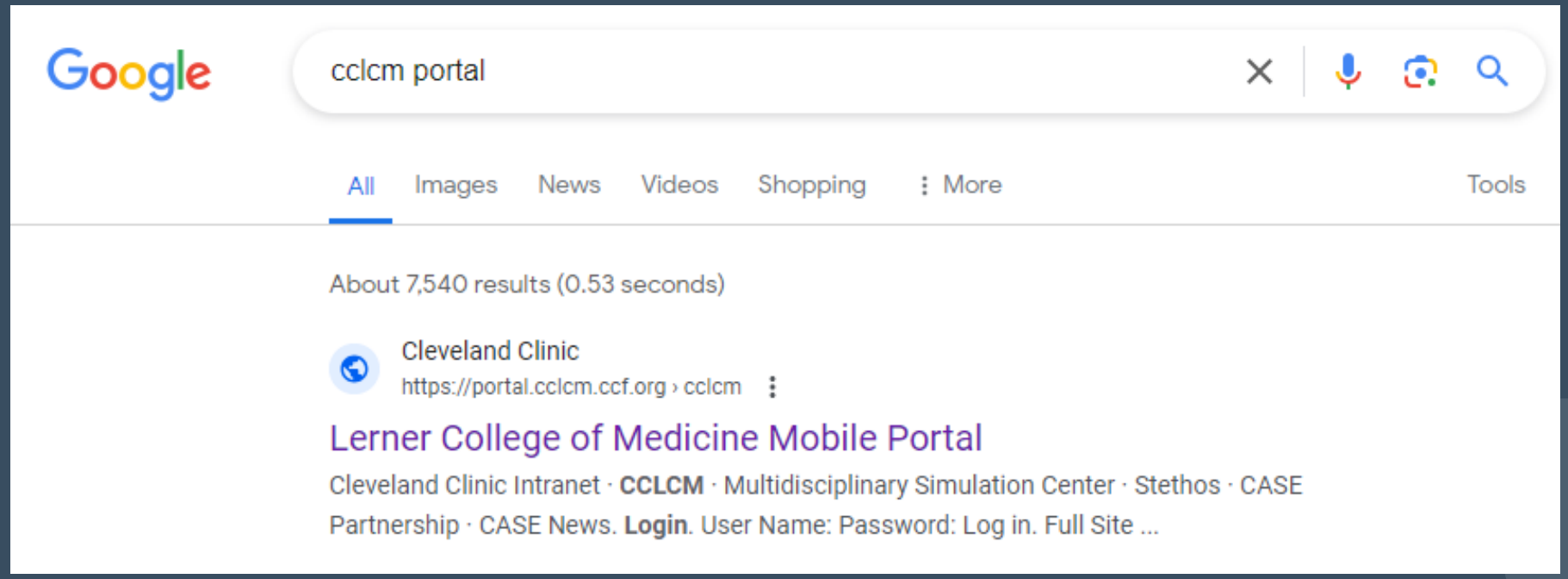
- Only use Chrome, Firefox, or Safari browsers
- You do NOT need to be on a Cleveland Clinic laptop
- You do NOT need VPN, the CCLCM website and faculty application system are public sites

FYI

- These screenshots are for putting in a new faculty appointment for Clinical Instructor
- They can also be used by others, but note that the application will be longer and may require referees and more documents
- If you have questions, email FacultyAffairsCCLCM@ccf.org

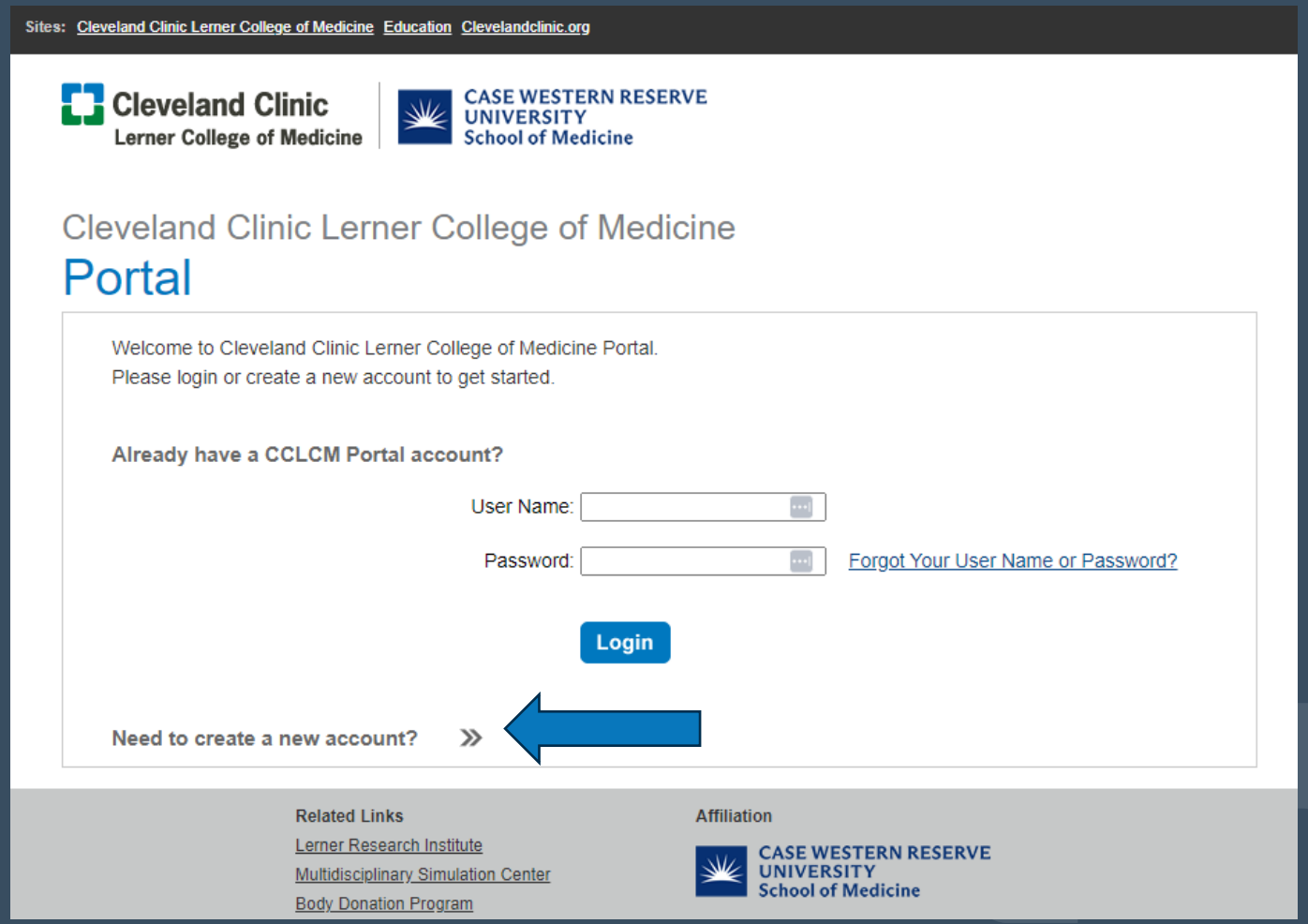
Find the CCLCM Portal

- Search CCLCM Portal and choose:



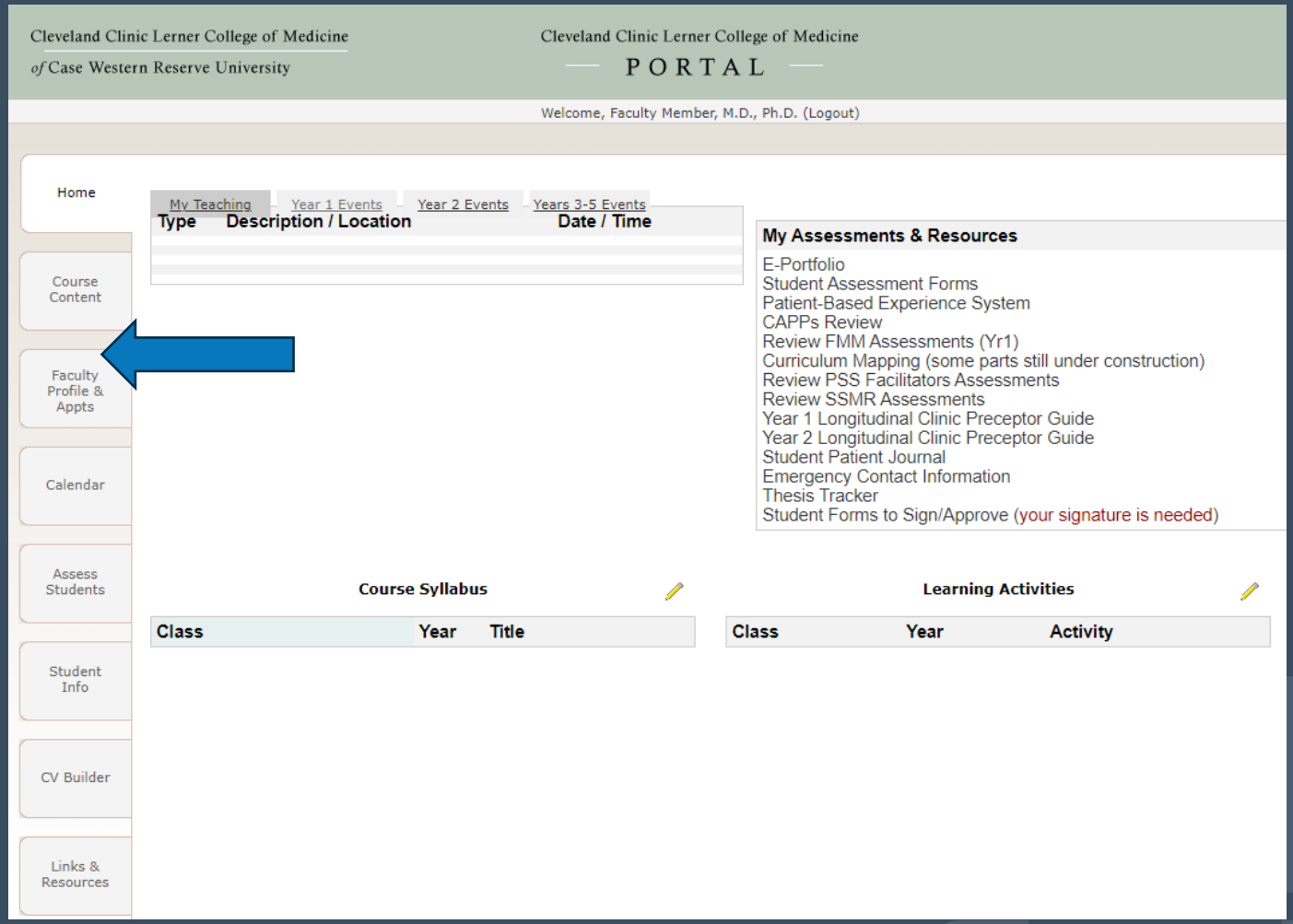
CCLCM Portal Login Page

- If you have an account – login
- If not – create one: “Need to create a new account?”



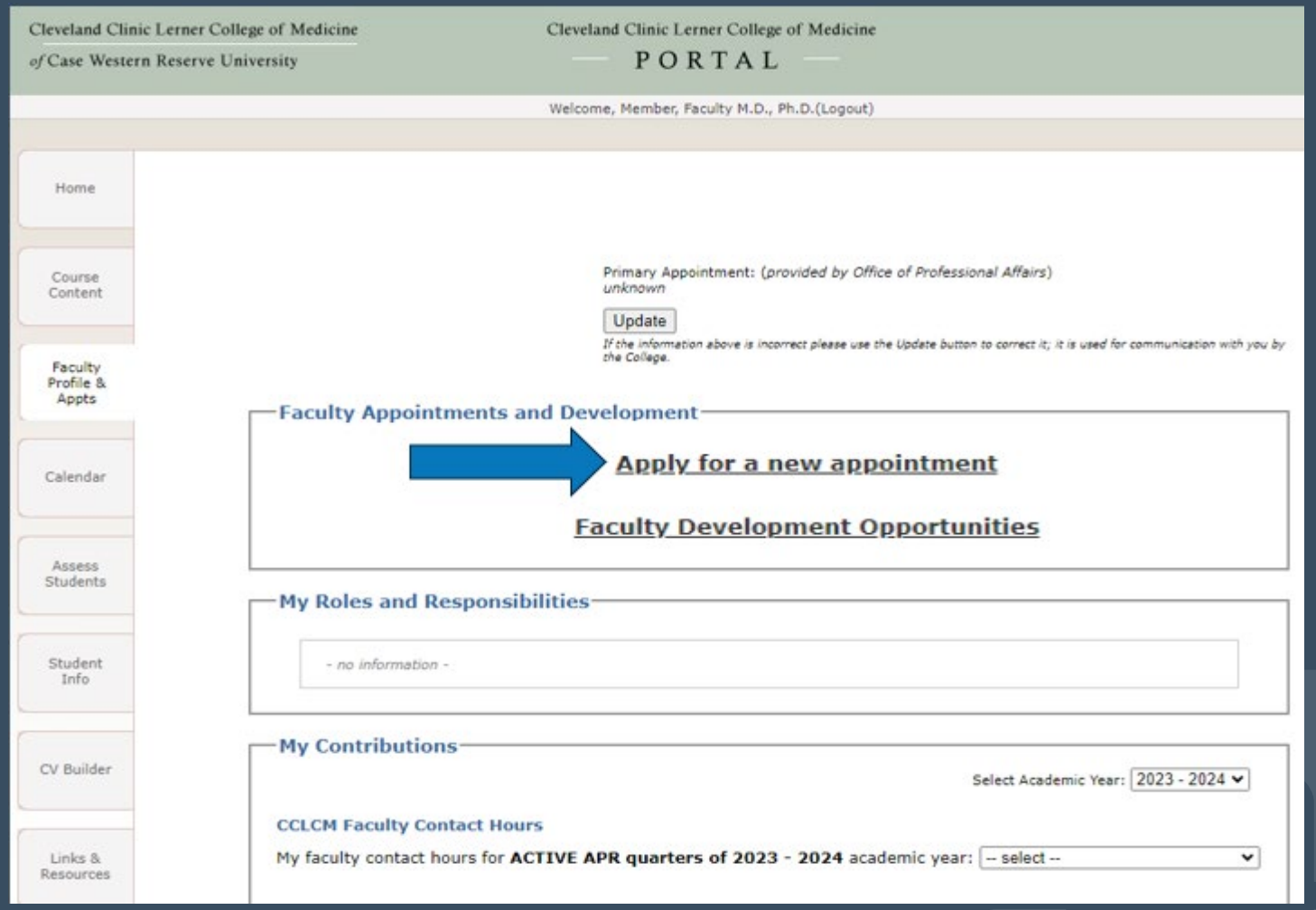
Inside the Portal

- Green bar at the top of the portal screen
- Click on 3rd tab on left: "Faculty Profile & Appts"



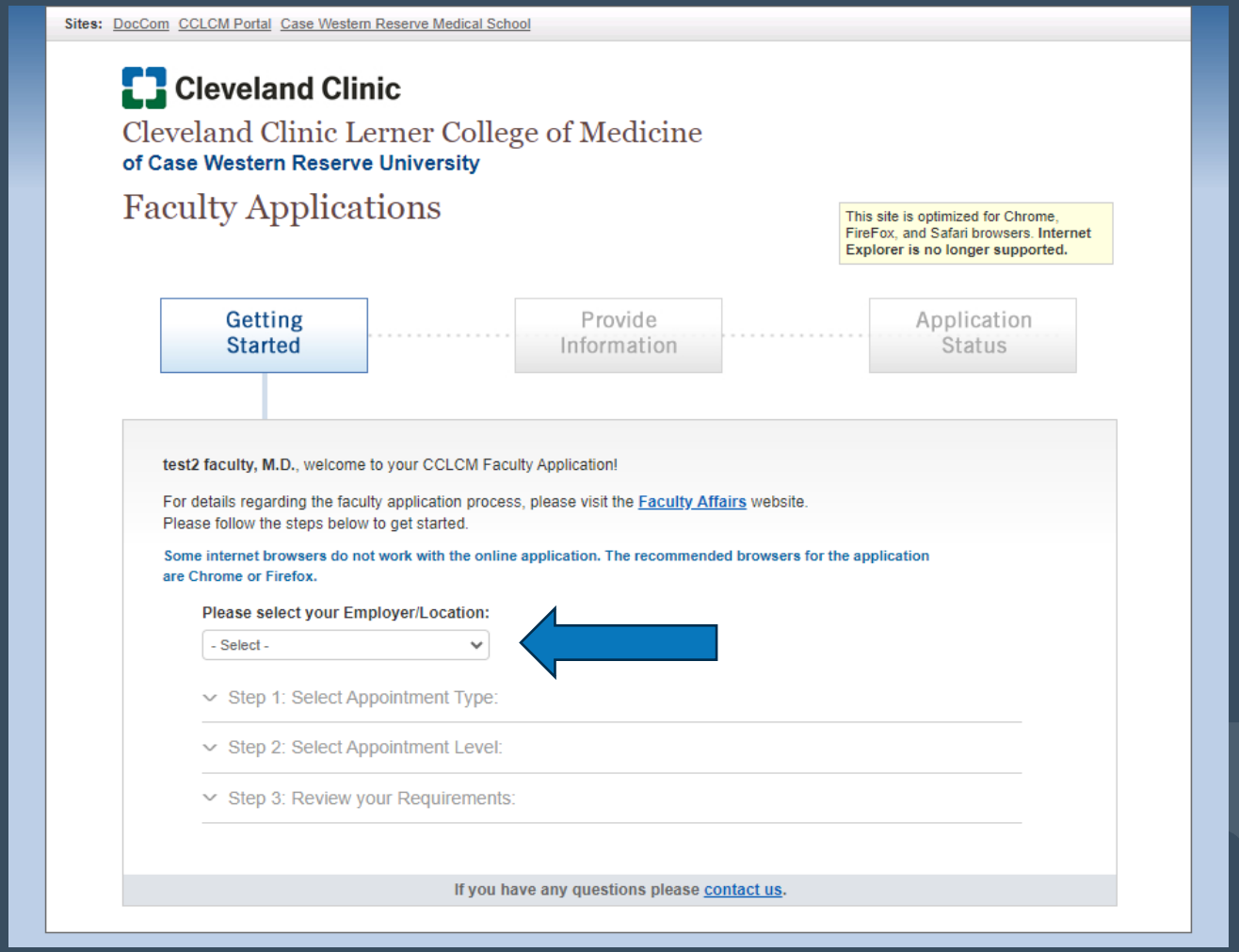
Faculty Profile & Appts Tab

- Click on "Apply for a new appointment" link



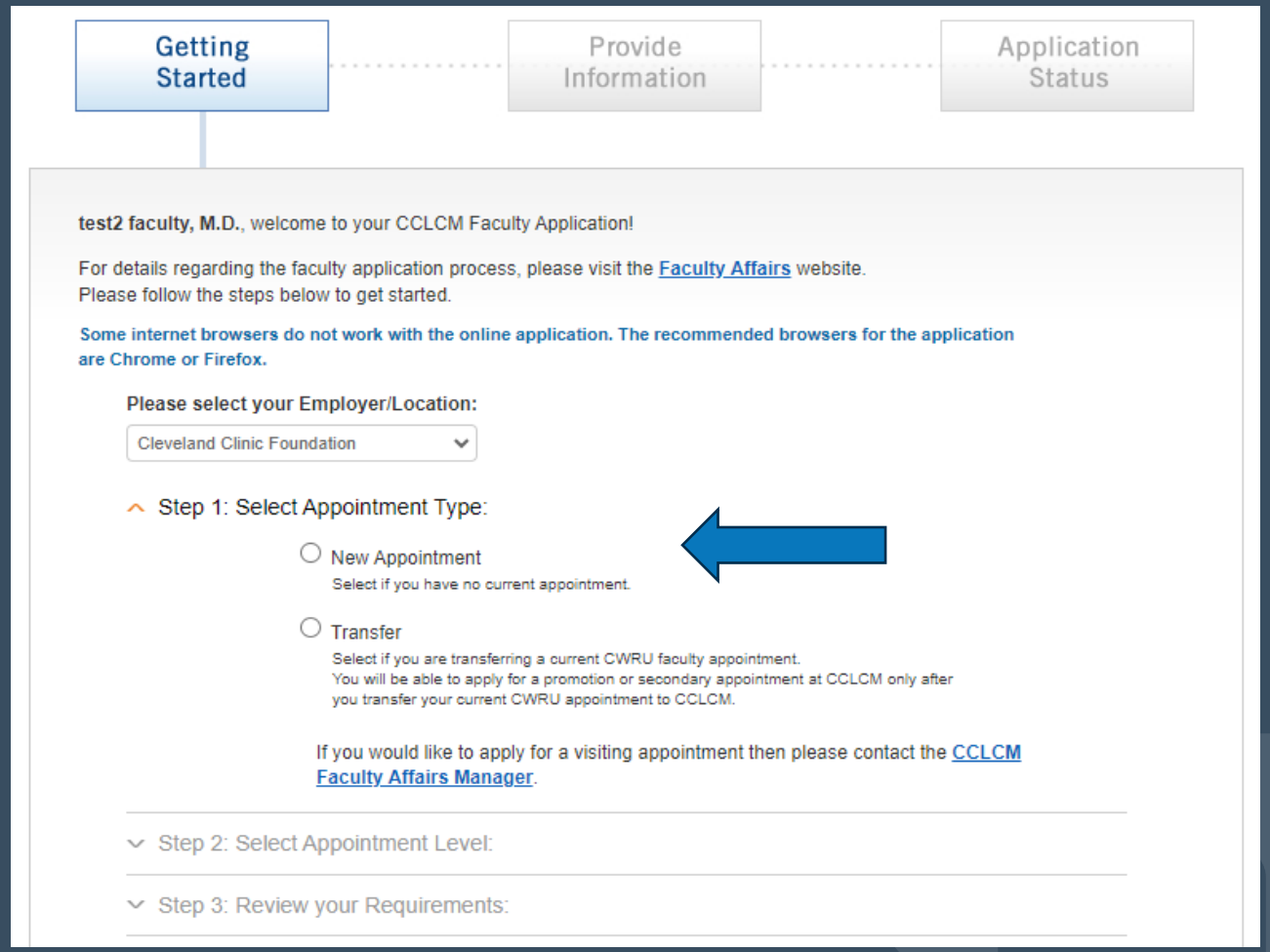
Application System – Getting Started

- Blue screen edge
- Select your Employer / Location – Cleveland Clinic Foundation



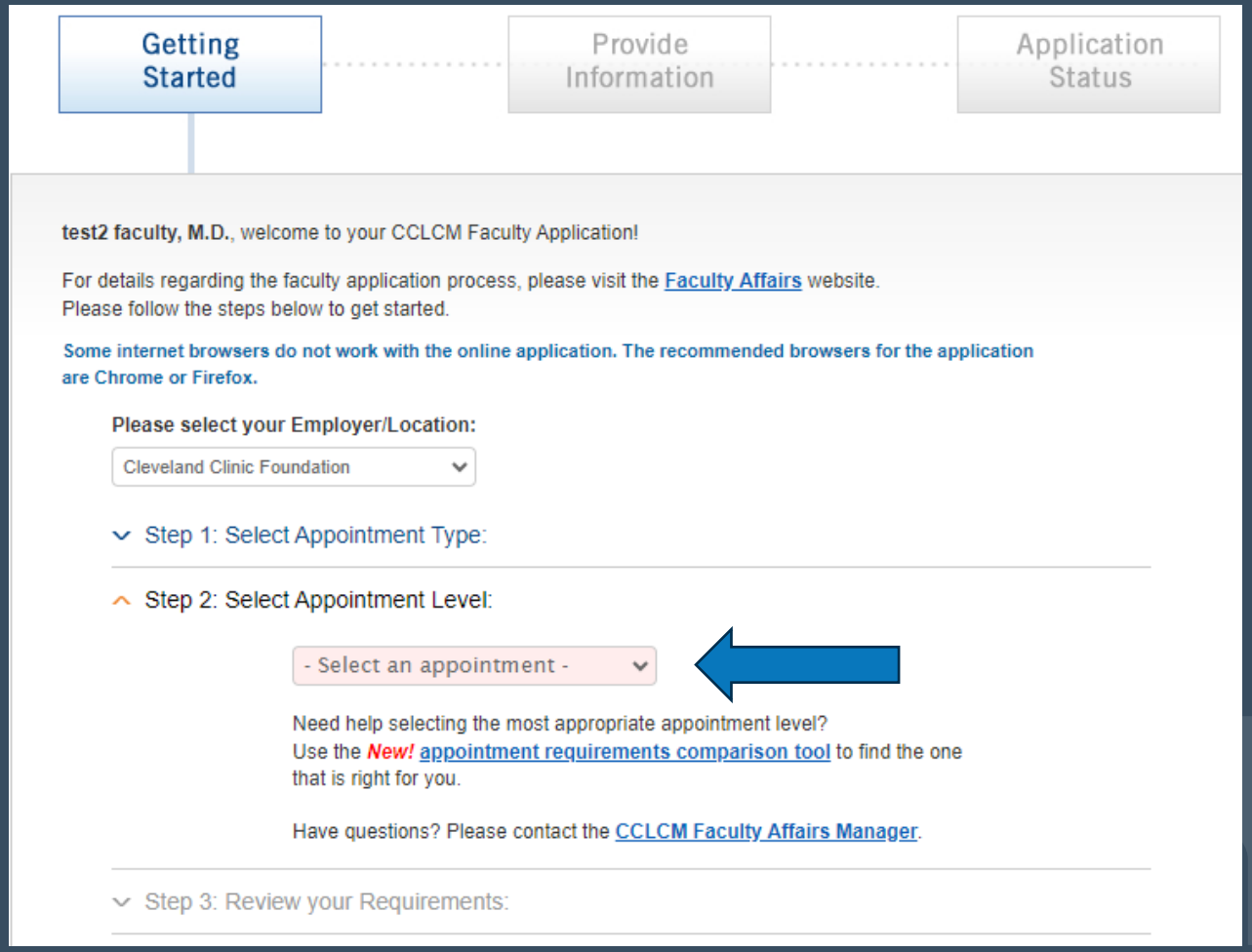
Getting Started – Step 1

- **Step 1:** Select Appointment Type – New Appointment



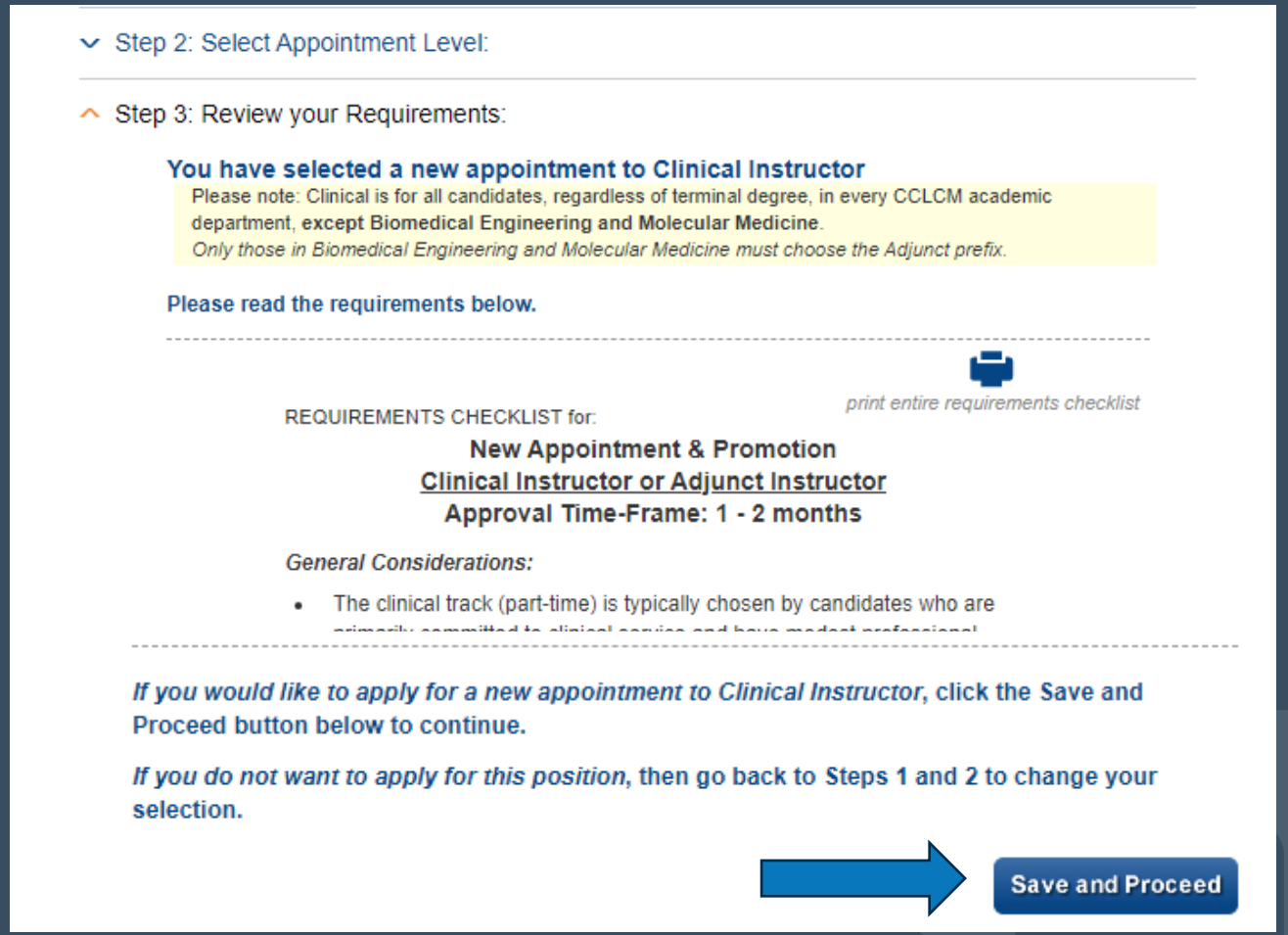
Step 2

- **Step 2:** Select an appointment rank from the dropdown menu – Clinical Instructor



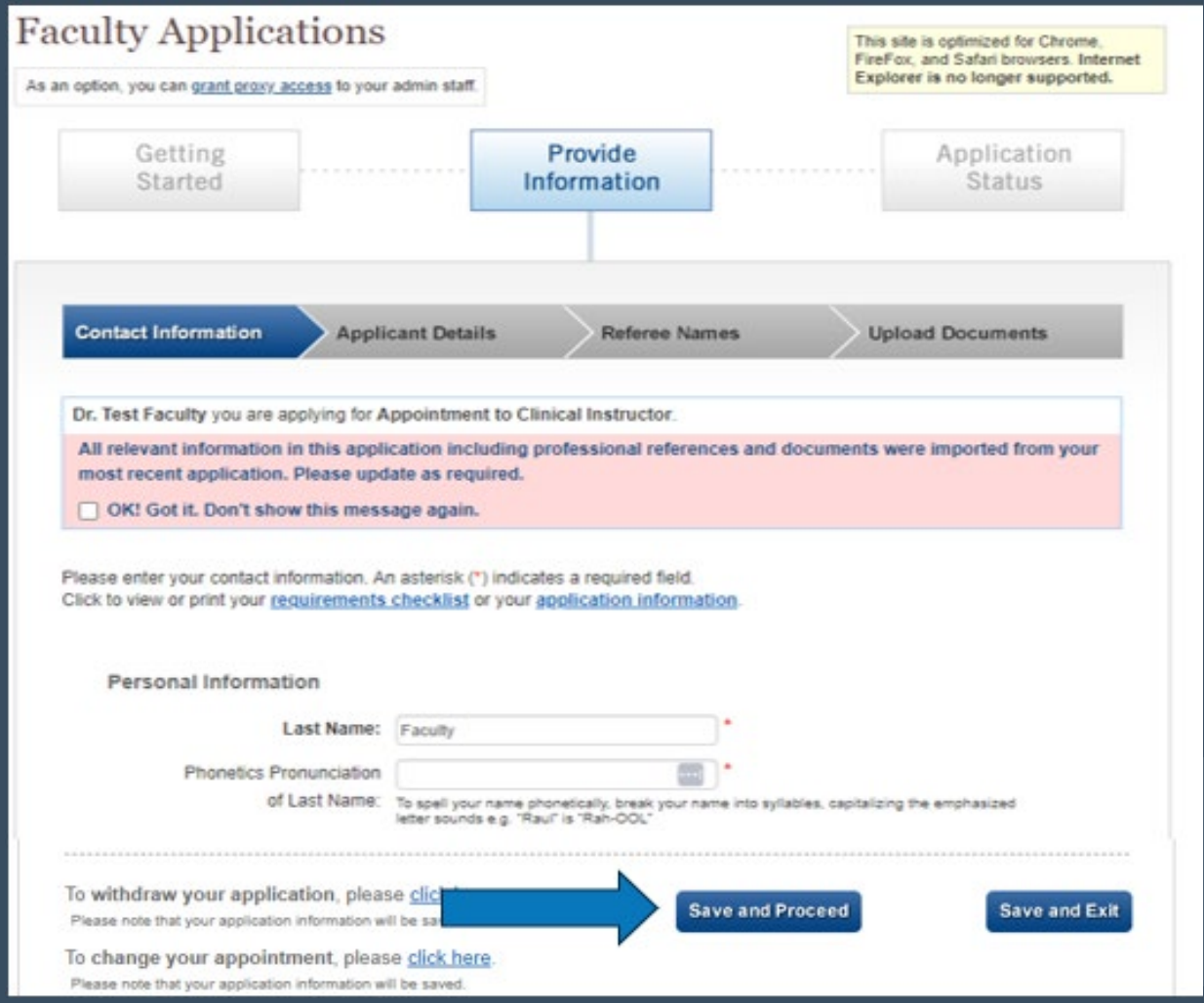
Step 3

- **Step 3:** Select rank/track from dropdown menu – Clinical Instructor
- Click Save and Proceed box at the bottom



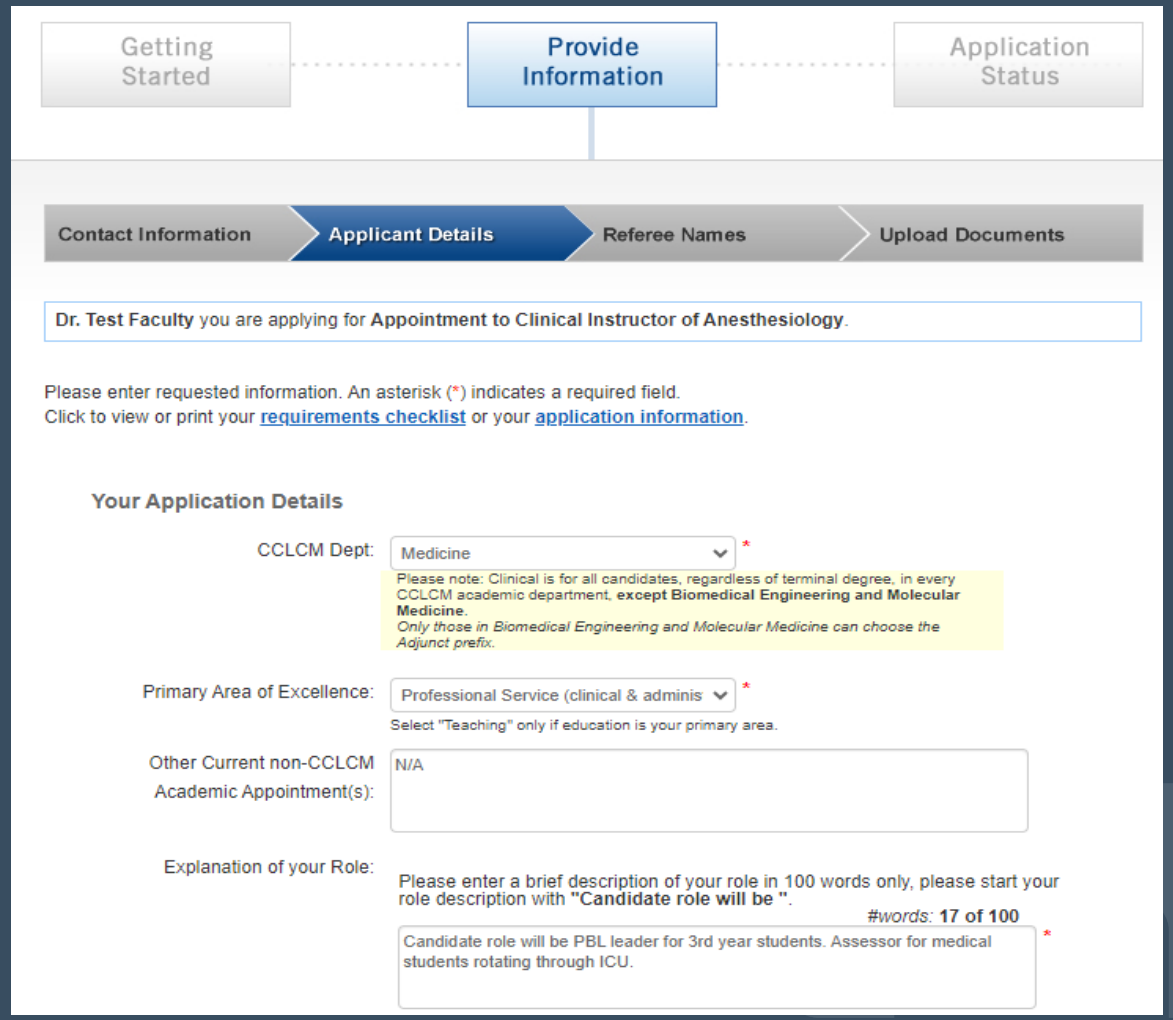
Provide Information – Contact Information

- Application opens – complete Personal, Contact, and Current Employment Information sections
- Click Save and Proceed box at the bottom



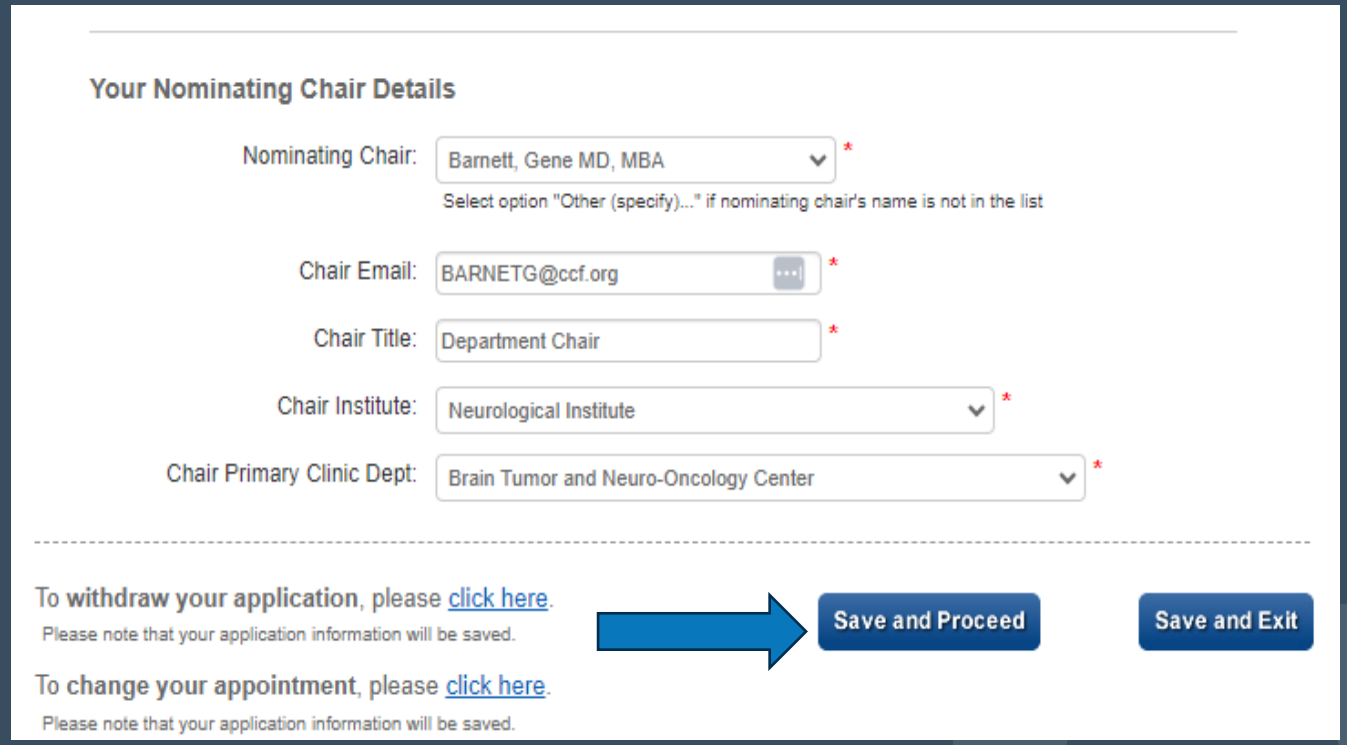
Applicant Details

- Complete Your Application Details
- Primary Area of Excellence – select Professional Service
- Enter explanation of your CCLCM role



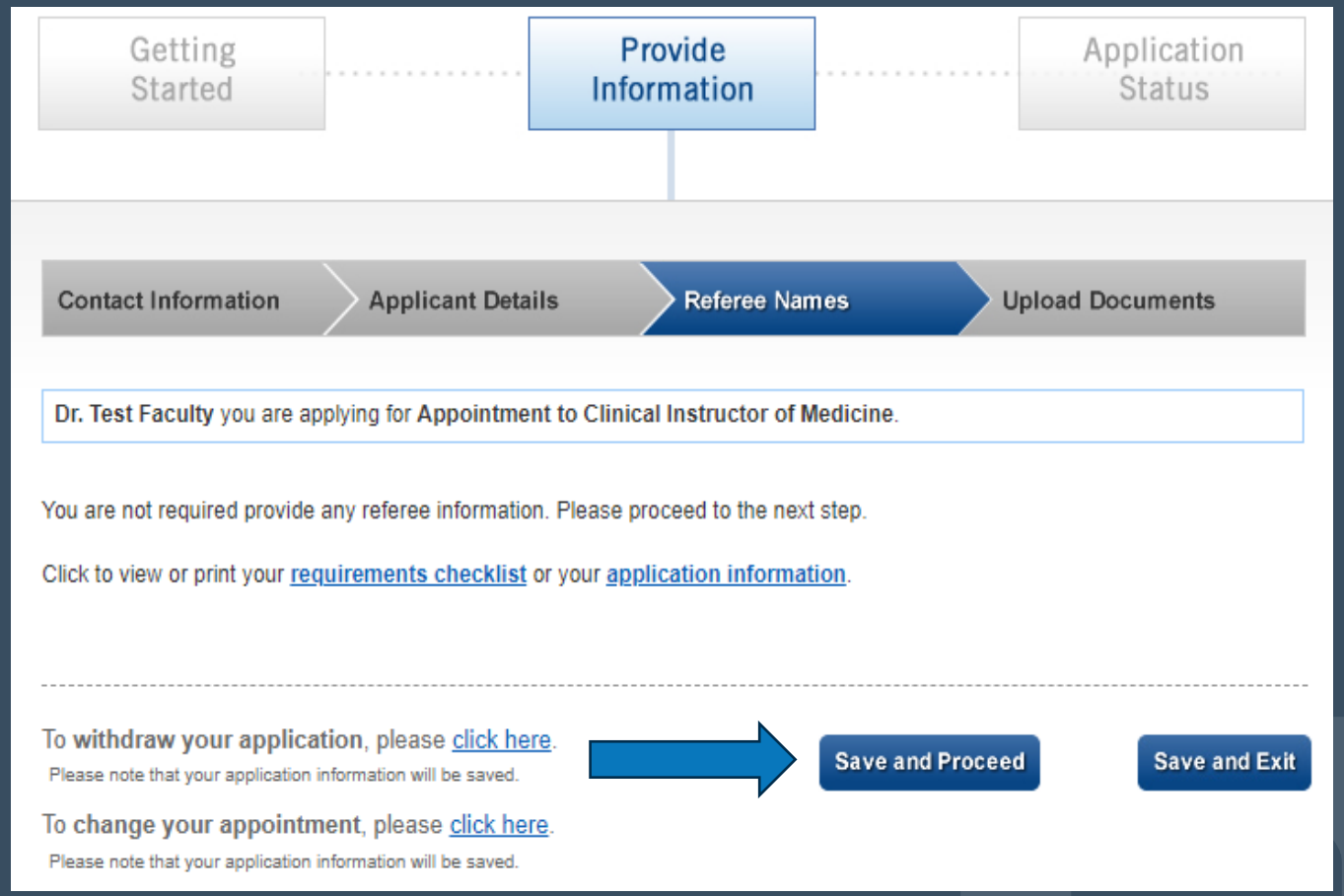
Applicant Details

- Complete Your Nominating Chair Details
- Select chair from dropdown or choose “Other”
- Click Save and Proceed box



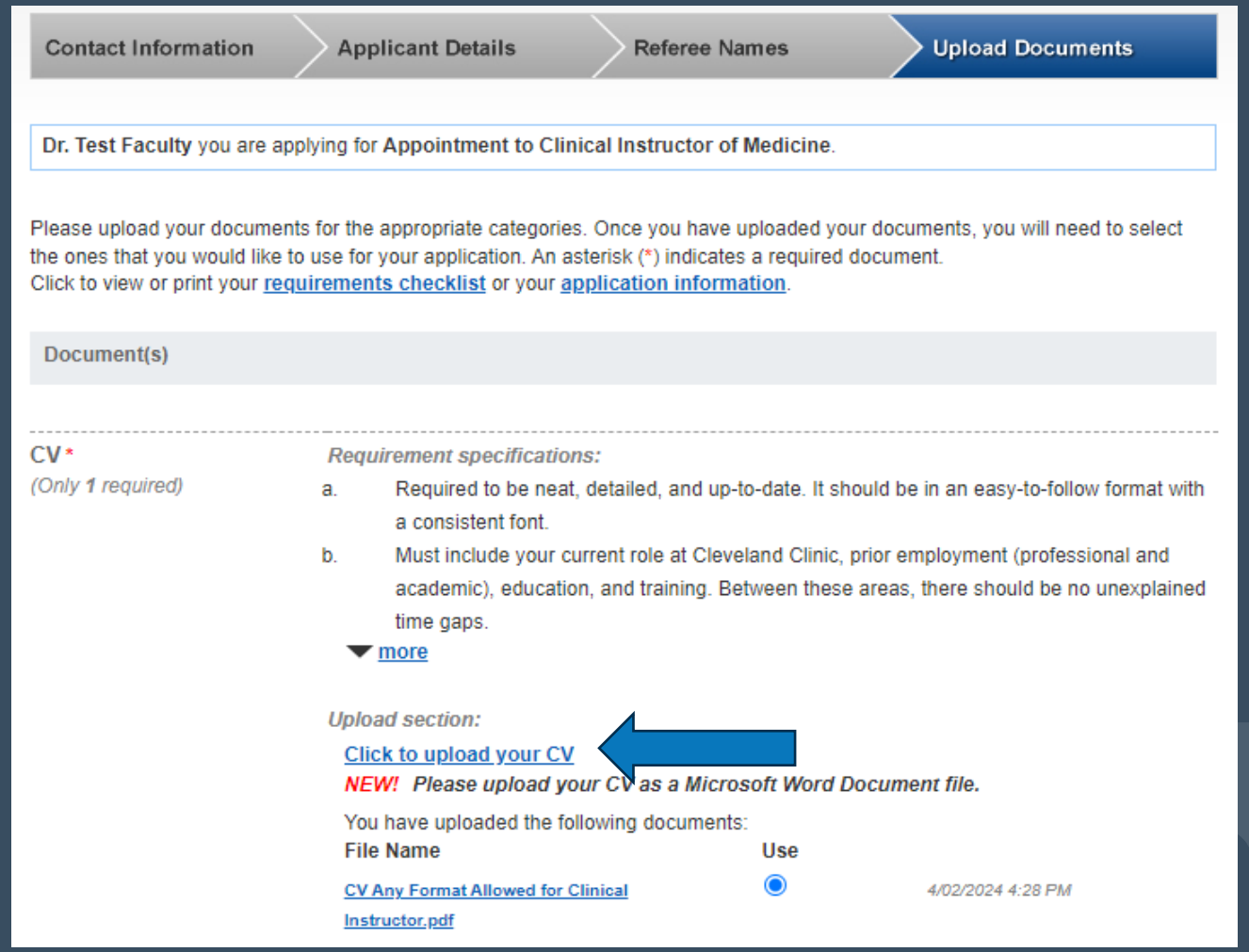
Referee Names

- No need to enter Referee Names, they are not required for Clinical Instructor
- Click Save and Proceed box



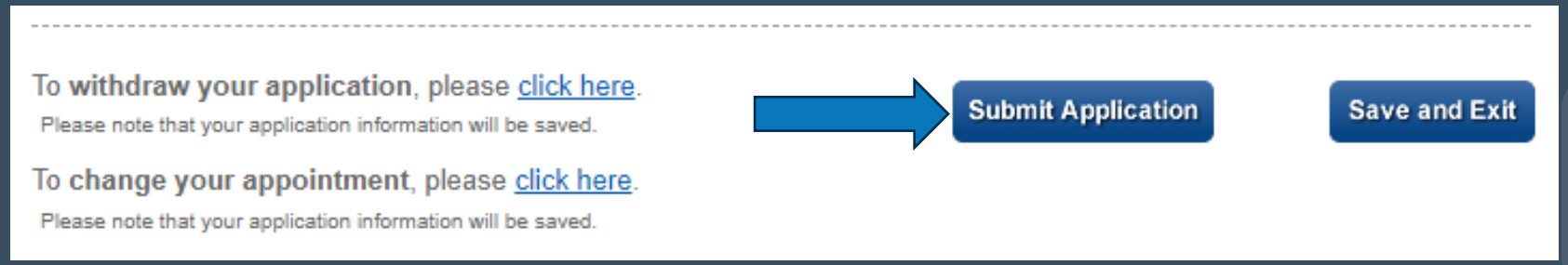
Upload Documents

- Click to upload your CV as a *Word document ONLY*
- Your CV can be in *any format* for Clinical Instructor



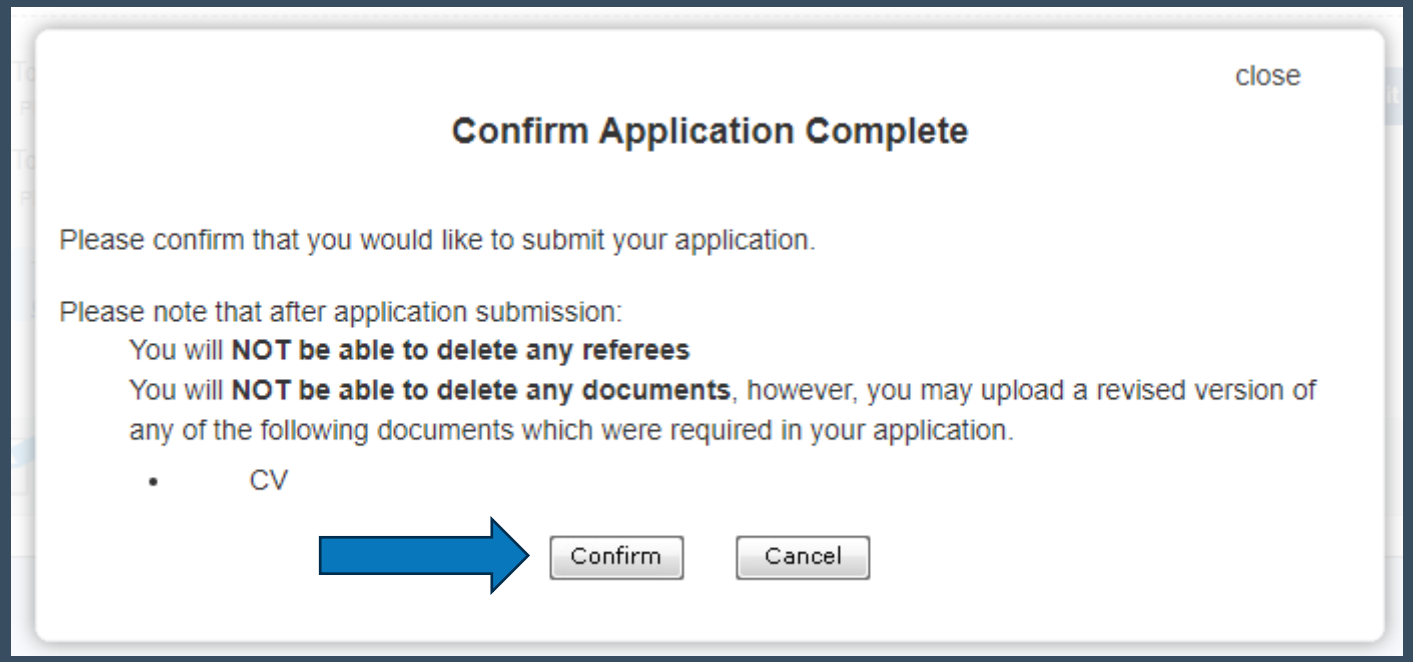
Submit Application for Processing

- Once your CV is upload you can click Submit Application box
- If it will not submit, check all application tabs for red error message/s, then submit



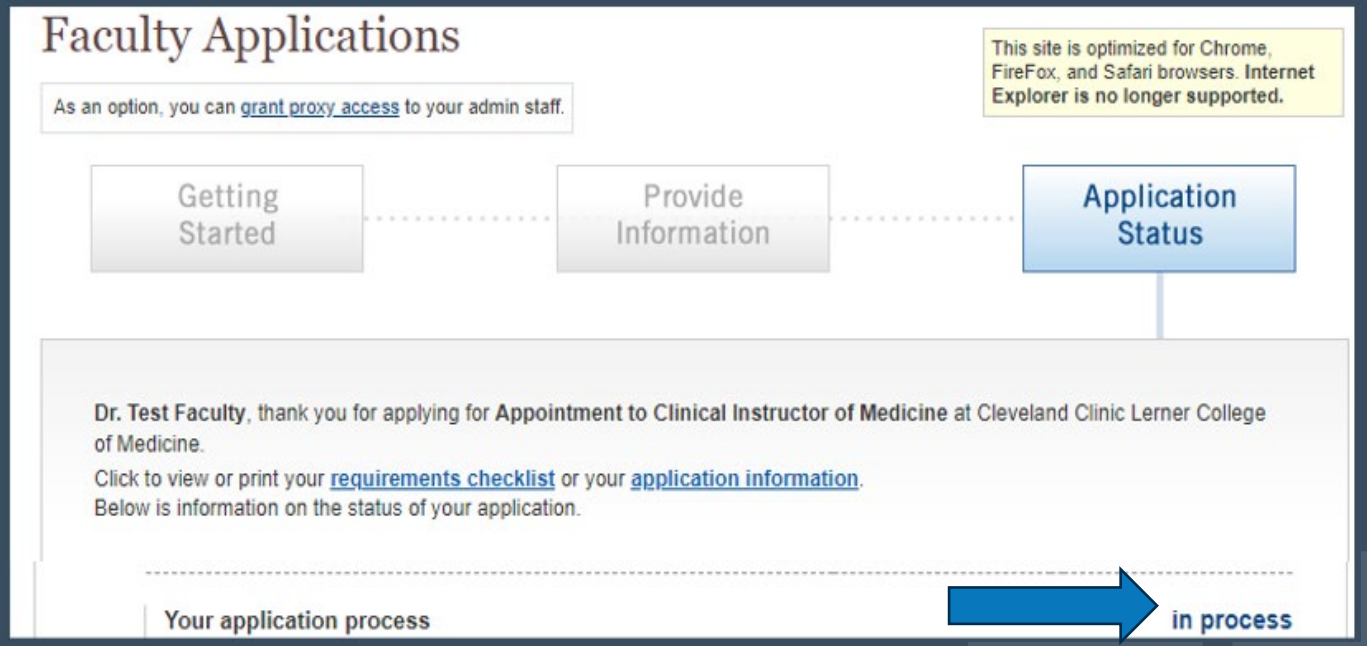
Confirm Submittal

- After you click Submit Application you will see this message – click Confirm box



Application Status – In Process

- Your application will be reviewed by CCLCM Faculty Affairs in the order received; you will be contacted if anything else is required



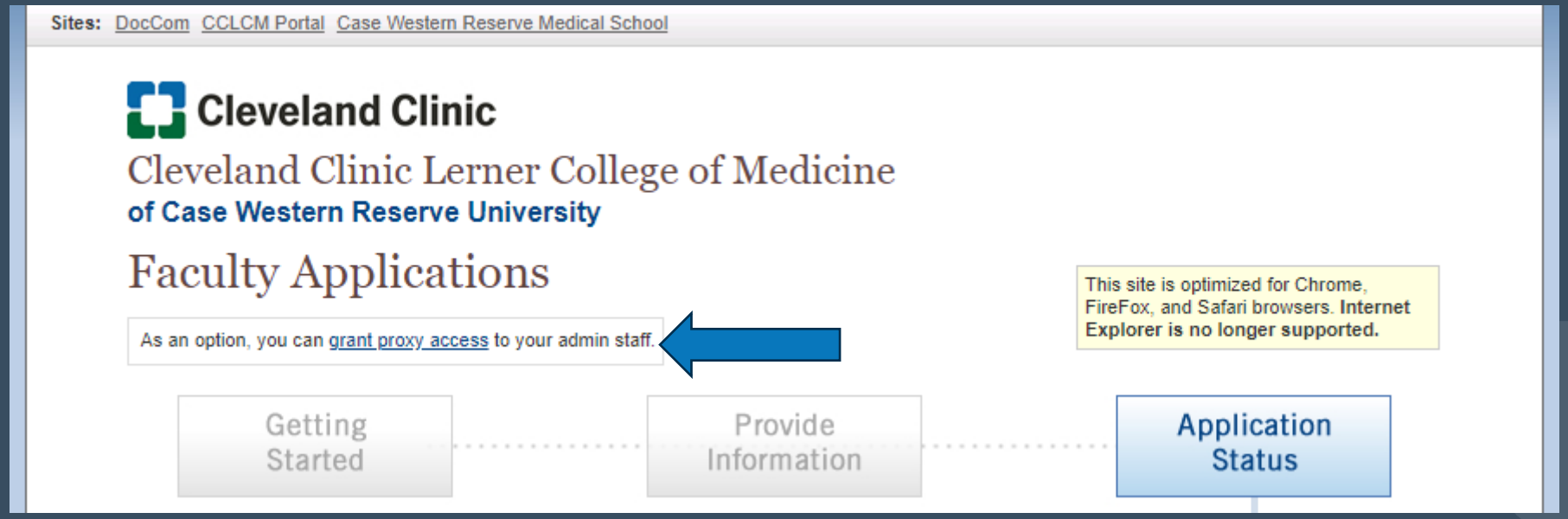
Other Application Details

Cleveland Clinic
Lerner College of Medicine

CASE WESTERN RESERVE
UNIVERSITY
School of Medicine

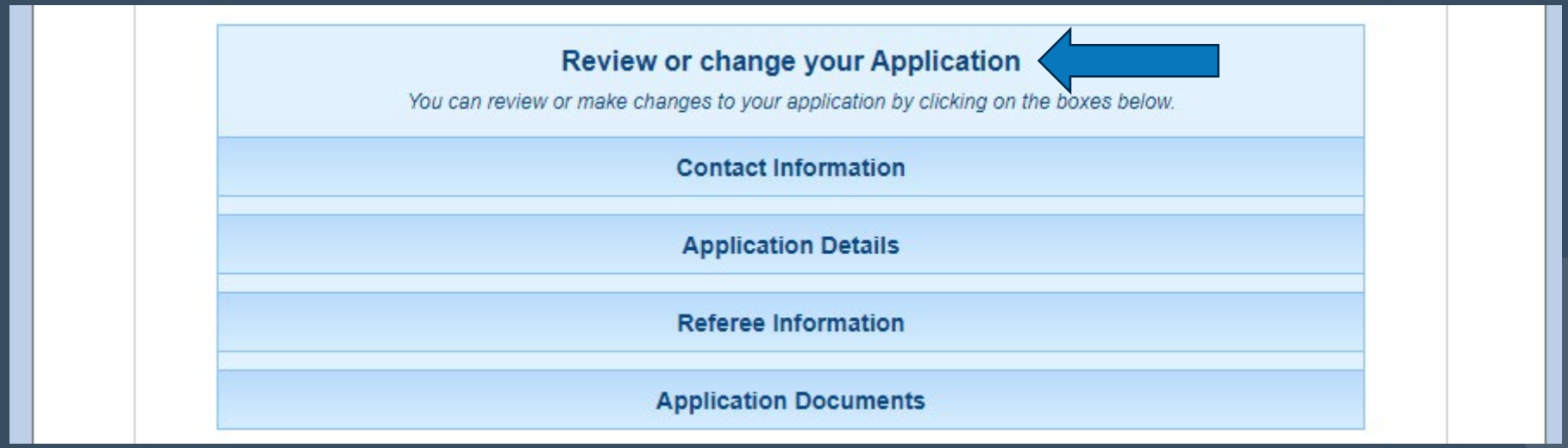
Assign a Proxy

- If you choose, you can assign an admin proxy who can also work on your application



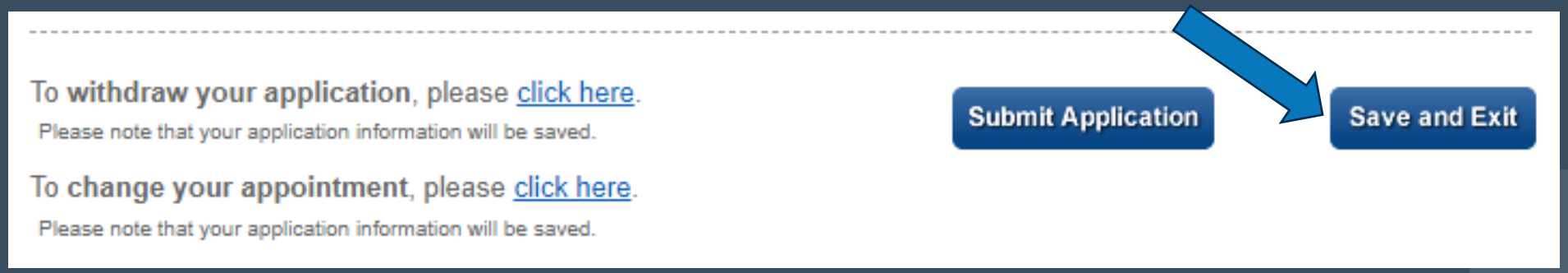
Application Updates

- If you need to update your name, phone number, or upload a different CV, you can do so after your application is submitted



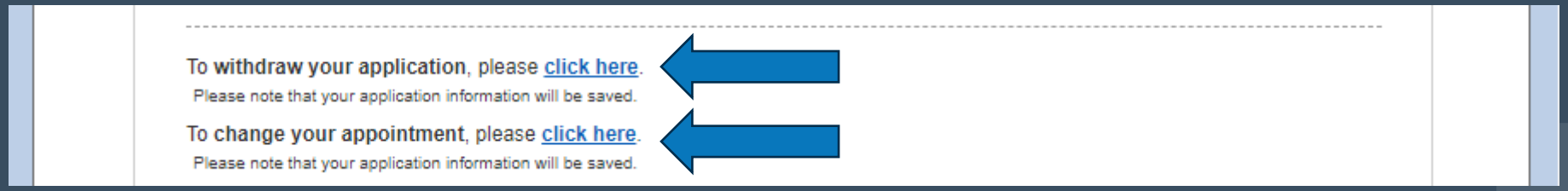
Save and Exit if Needed

- If you are unable to finish your application in one session, you can click Save and Exit to finish and submit it later



Withdraw or Change Application

- If you need to withdraw (close) or change (pick a different rank or track) your application, you can do so at anytime



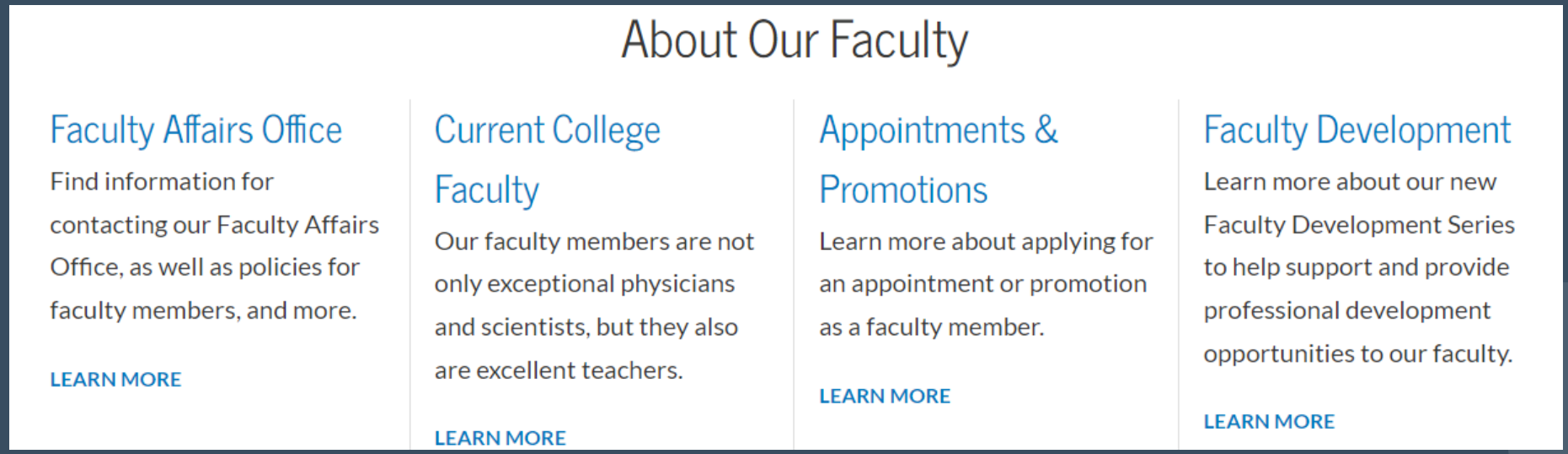
CCLCM of CWRU Website
~links in the headings~

Cleveland Clinic
Lerner College of Medicine

CASE WESTERN RESERVE
UNIVERSITY
School of Medicine

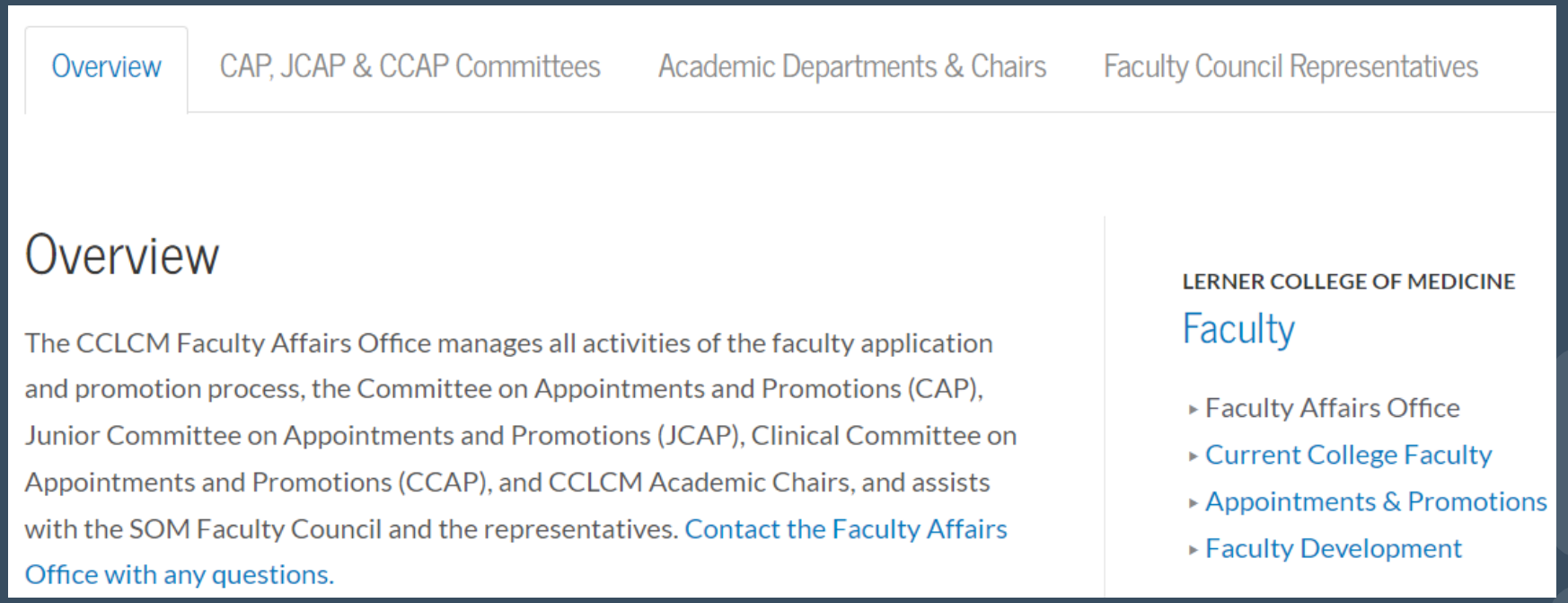
CCLCM / Faculty

- Internet website (click the heading link)
- Bottom of first page shows the four sections



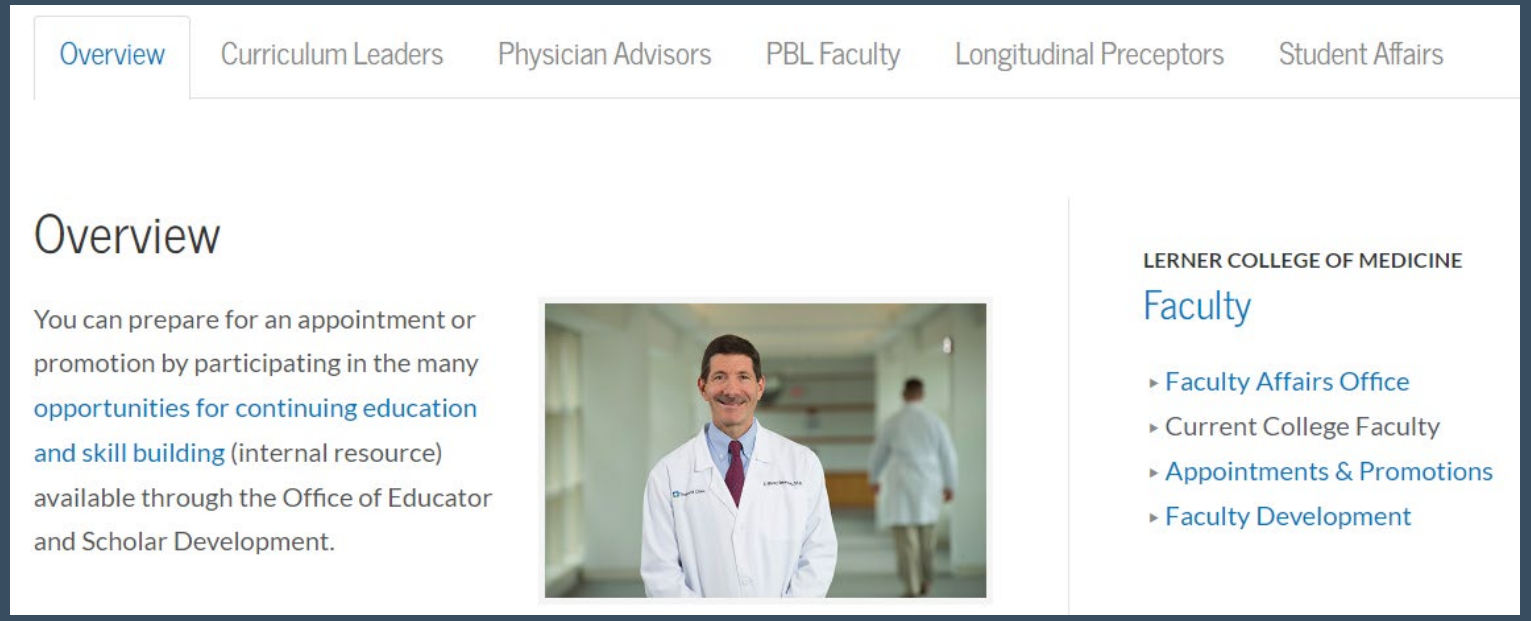
Faculty Affairs Office

- Overview and the listing of faculty committees, chairs, and representatives



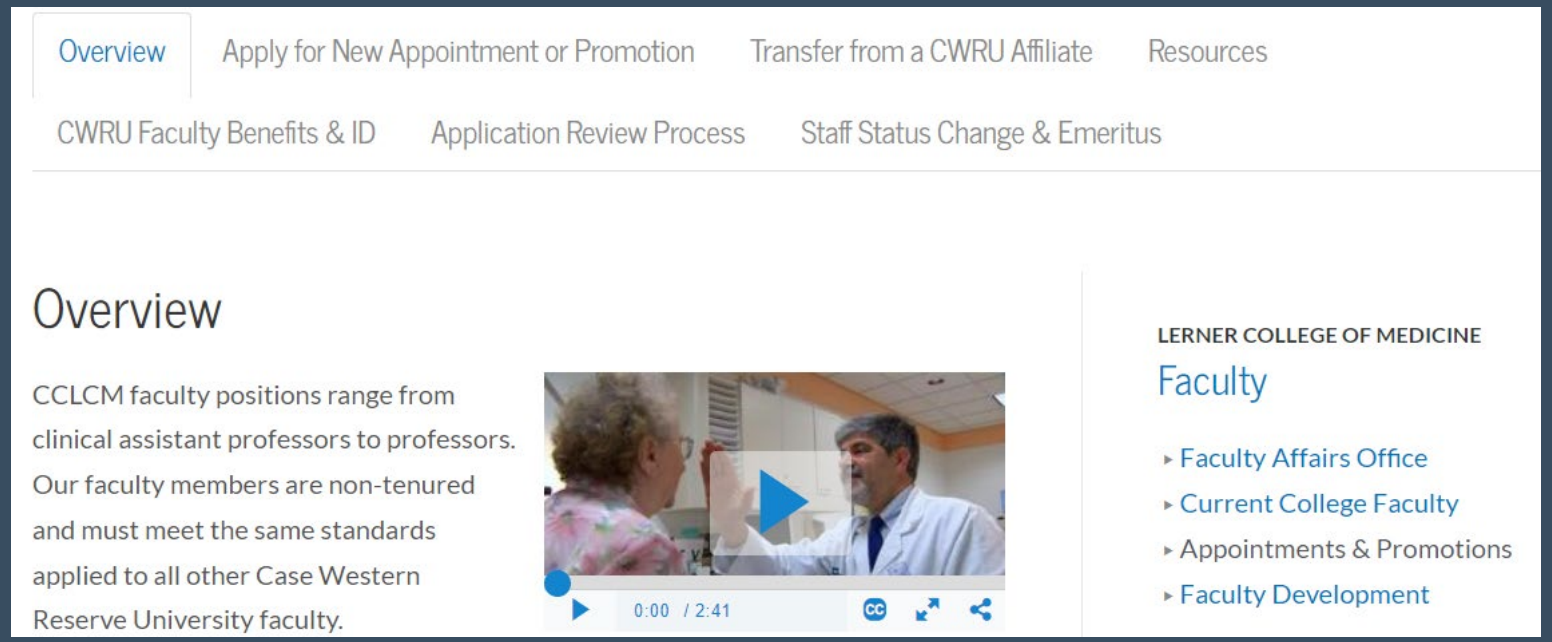
Current College Faculty

- Overview, listing of faculty leadership, and a link to Find a Faculty Member at CCLCM



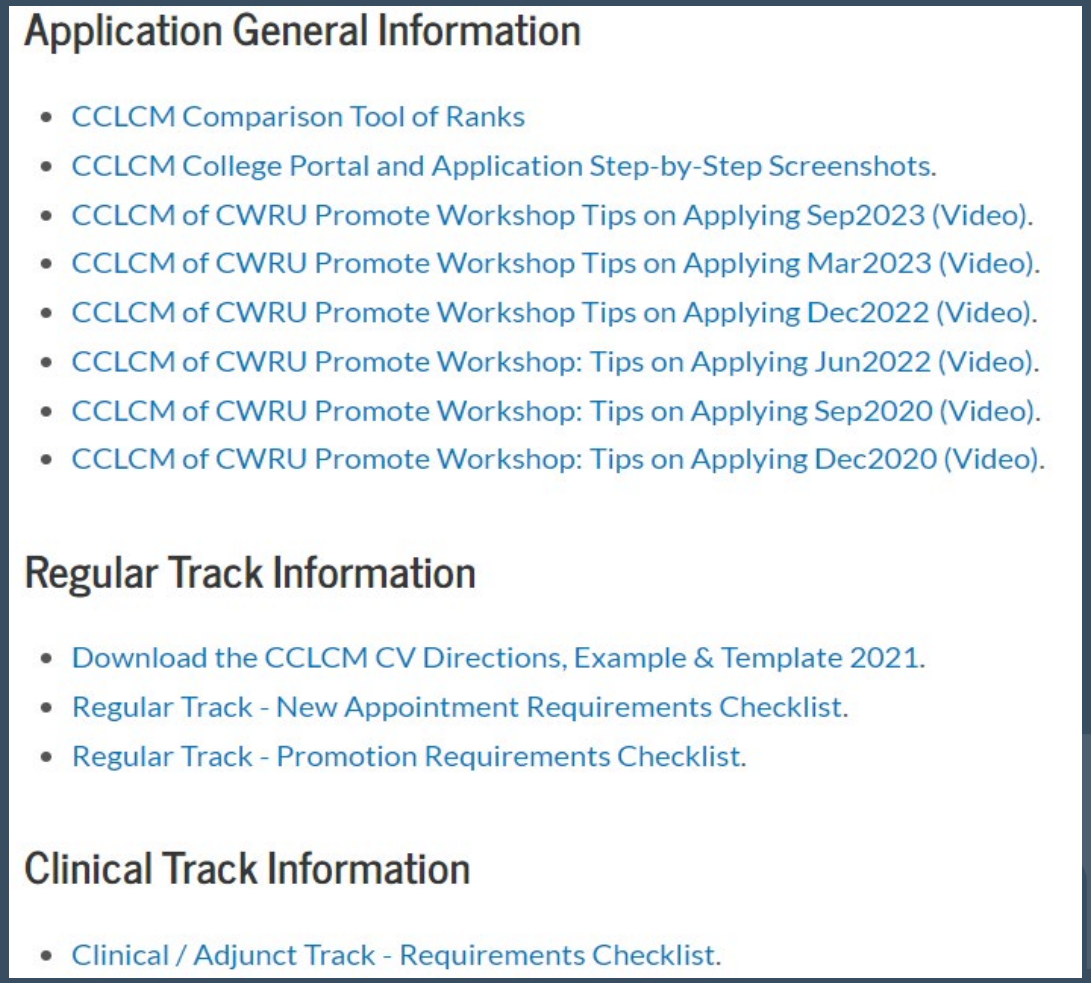
Appointments & Promotions

- Tabs for Apply for New Appointment, Transfer, Resources, CWRU Benefits, and more



Appointment & Promotions – Resources

- **Resource tab has all items in one place:** links, videos, requirements, policy, and documents you need for projects and all application types



Application General Information

- CCLCM Comparison Tool of Ranks
- CCLCM College Portal and Application Step-by-Step Screenshots.
- CCLCM of CWRU Promote Workshop Tips on Applying Sep2023 (Video).
- CCLCM of CWRU Promote Workshop Tips on Applying Mar2023 (Video).
- CCLCM of CWRU Promote Workshop Tips on Applying Dec2022 (Video).
- CCLCM of CWRU Promote Workshop: Tips on Applying Jun2022 (Video).
- CCLCM of CWRU Promote Workshop: Tips on Applying Sep2020 (Video).
- CCLCM of CWRU Promote Workshop: Tips on Applying Dec2020 (Video).

Regular Track Information

- Download the CCLCM CV Directions, Example & Template 2021.
- Regular Track - New Appointment Requirements Checklist.
- Regular Track - Promotion Requirements Checklist.

Clinical Track Information

- Clinical / Adjunct Track - Requirements Checklist.

Faculty Development

- Check out the Faculty Role app link and CCLC Faculty Development Series

Faculty Roles

To get help finding a Faculty role that is right for you, explore the new Faculty Role app.

Cleveland Clinic Longitudinal Clerkship Faculty Development Series

The Cleveland Clinic Lerner College of Medicine (CCLCM) of Case Western Reserve University's Longitudinal Clerkship Faculty Development Series aims to support and provide professional development for the 900 faculty that teach third-year students during their clerkship year.

LERNER COLLEGE OF MEDICINE

Faculty

- Faculty Affairs Office
- Current College Faculty
- Appointments & Promotions
- Faculty Development

Find Your Role at CCLCM

Use the Faculty Roles App

Key Takeaways

- Any Cleveland Clinic staff member and other professionals who assess / teach CCLCM or CWRU students should get a faculty appointment so we can comply with LCME accreditation requirements
- Contact FacultyAffairsCCLCM@ccf.org with questions

Cleveland Clinic

100 YEARS

EST. 1921

THE FUTURE OF HEALTHCARE SINCE 1921

Cleveland Clinic Lerner College of Medicine | CASE WESTERN RESERVE UNIVERSITY School of Medicine