

CCLCM of CWRU Faculty Appointment Screenshots

How to Apply



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

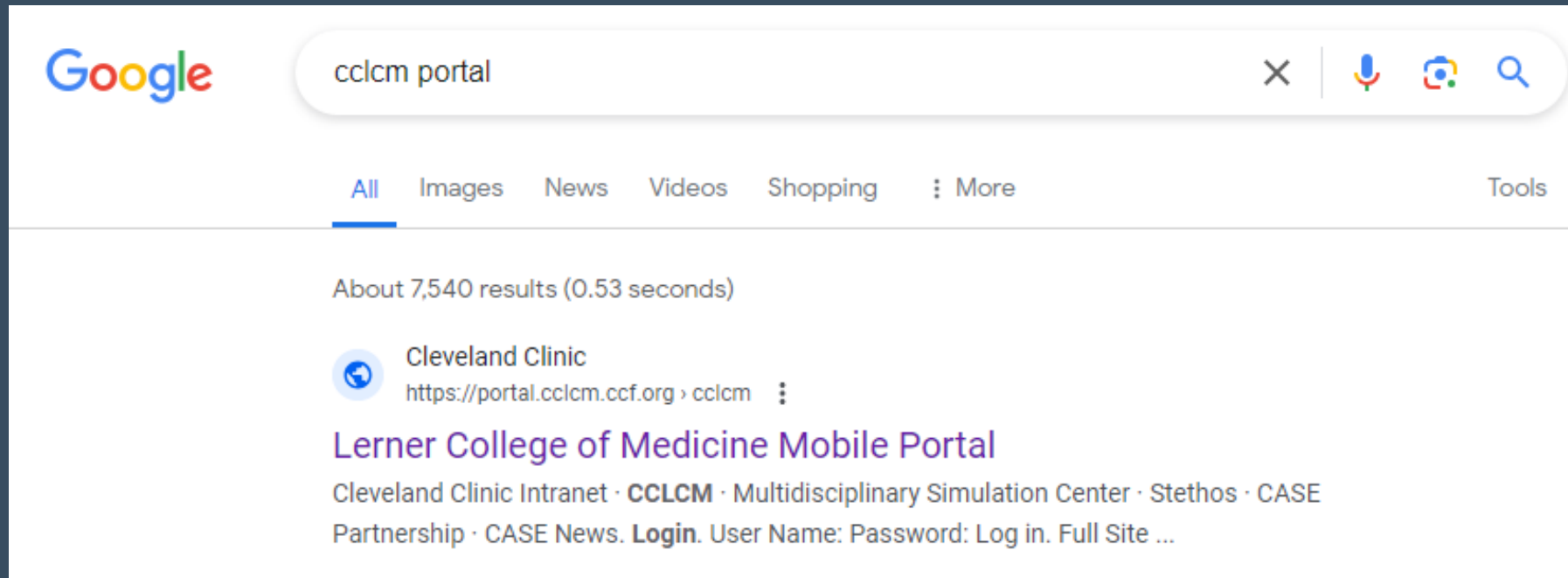


FYI

- 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:





The screenshot shows a Google search interface. The search bar contains the text "cclcm portal". Below the search bar, there are navigation tabs for "All", "Images", "News", "Videos", "Shopping", and "More", with "All" selected. The search results show "About 7,540 results (0.53 seconds)". The top result is from Cleveland Clinic, with the URL "https://portal.cclcm.ccf.org > cclcm". The title of the result is "Lerner College of Medicine Mobile Portal". Below the title, there is a list of links: "Cleveland Clinic Intranet · CCLCM · Multidisciplinary Simulation Center · Stethos · CASE Partnership · CASE News. Login. User Name: Password: Log in. Full Site ...".

CCLCM Portal Login Page

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

Sites: [Cleveland Clinic Lerner College of Medicine](#) [Education](#) [Clevelandclinic.org](#)


Cleveland Clinic Lerner College of Medicine
Portal

Welcome to Cleveland Clinic Lerner College of Medicine Portal.
Please login or create a new account to get started.


Already have a CCLCM Portal account?

User Name:

Password: [Forgot Your User Name or Password?](#)

Need to create a new account? >> 

Related Links
[Lerner Research Institute](#)
[Multidisciplinary Simulation Center](#)
[Body Donation Program](#)

Affiliation
 **CASE WESTERN RESERVE UNIVERSITY**
School of Medicine

Inside the Portal

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

Cleveland Clinic Lerner College of Medicine
of Case Western Reserve University

Cleveland Clinic Lerner College of Medicine
— PORTAL —

Welcome, Faculty Member, M.D., Ph.D. (Logout)

Home

Course Content

Faculty Profile & Appts

Calendar

Assess Students

Student Info

CV Builder

Links & Resources

My Teaching

Year 1 Events

Year 2 Events

Years 3-5 Events

Type	Description / Location	Date / Time
------	------------------------	-------------

My Assessments & Resources

- E-Portfolio
- Student Assessment Forms
- Patient-Based Experience System
- CAPPs Review
- Review FMM Assessments (Yr1)
- Curriculum Mapping (some parts still under construction)
- Review PSS Facilitators Assessments
- Review SSMR Assessments
- Year 1 Longitudinal Clinic Preceptor Guide
- Year 2 Longitudinal Clinic Preceptor Guide
- Student Patient Journal
- Emergency Contact Information
- Thesis Tracker
- Student Forms to Sign/Approve (your signature is needed)

Course Syllabus

Class	Year	Title
-------	------	-------

Learning Activities

Class	Year	Activity
-------	------	----------

Faculty Profile & Appts Tab

- Click on “**Apply for a new appointment**” link

Cleveland Clinic Lerner College of Medicine
of Case Western Reserve University

Cleveland Clinic Lerner College of Medicine
— P O R T A L —

Welcome, Member, Faculty M.D., Ph.D.(Logout)

Home

Course Content

Faculty Profile & Appts

Calendar

Assess Students

Student Info


CV Builder

Links & Resources

Primary Appointment: (provided by Office of Professional Affairs)
unknown

If the information above is incorrect please use the Update button to correct it; it is used for communication with you by the College.

Faculty Appointments and Development

 **Apply for a new appointment**

Faculty Development Opportunities

My Roles and Responsibilities

- no information -

My Contributions

Select Academic Year:

CCLCM Faculty Contact Hours

My faculty contact hours for **ACTIVE APR quarters of 2023 - 2024** academic year:

Application System – Getting Started

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

Sites: [DocCom](#) [CCLCM Portal](#) [Case Western Reserve Medical School](#)

Cleveland Clinic
Cleveland Clinic Lerner College of Medicine
of Case Western Reserve University

Faculty Applications

This site is optimized for Chrome, FireFox, and Safari browsers. Internet Explorer is no longer supported.

Getting Started → Provide Information → Application Status

test2 faculty, M.D., welcome to your CCLCM Faculty Application!

For details regarding the faculty application process, please visit the [Faculty Affairs](#) website. Please follow the steps below to get started.

Some internet browsers do not work with the online application. The recommended browsers for the application are Chrome or Firefox.

Please select your Employer/Location:
- Select -

Step 1: Select Appointment Type:
Step 2: Select Appointment Level:
Step 3: Review your Requirements:

If you have any questions please [contact us](#).

Getting Started – Step 1

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

The screenshot shows a web application interface for a faculty application. At the top, there is a progress bar with three steps: 'Getting Started' (highlighted in blue), 'Provide Information', and 'Application Status'. Below the progress bar, the user is greeted as 'test2 faculty, M.D., welcome to your CCLCM Faculty Application!'. A link to the 'Faculty Affairs' website is provided for more details. A warning message states that some internet browsers do not work with the online application, recommending Chrome or Firefox. The user has selected 'Cleveland Clinic Foundation' as their employer/location. The main section is titled 'Step 1: Select Appointment Type:' and contains two radio button options: 'New Appointment' (selected) and 'Transfer'. A large blue arrow points to the 'New Appointment' option. Below this, there is a link to contact the CCLCM Faculty Affairs Manager. At the bottom, there are two collapsed sections: 'Step 2: Select Appointment Level:' and 'Step 3: Review your Requirements:'.

Getting Started — Provide Information — Application Status

test2 faculty, M.D., welcome to your CCLCM Faculty Application!

For details regarding the faculty application process, please visit the [Faculty Affairs](#) website. Please follow the steps below to get started.

Some internet browsers do not work with the online application. The recommended browsers for the application are Chrome or Firefox.

Please select your Employer/Location:
Cleveland Clinic Foundation

^ Step 1: Select Appointment Type:

New Appointment
Select if you have no current appointment.

Transfer
Select if you are transferring a current CWRU faculty appointment. You will be able to apply for a promotion or secondary appointment at CCLCM only after you transfer your current CWRU appointment to CCLCM.

If you would like to apply for a visiting appointment then please contact the [CCLCM Faculty Affairs Manager](#).

✓ Step 2: Select Appointment Level:

✓ Step 3: Review your Requirements:

Step 2

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

The screenshot shows a web application interface for a faculty application. At the top, there are three tabs: 'Getting Started' (active), 'Provide Information', and 'Application Status'. Below the tabs, the user is identified as 'test2 faculty, M.D.' and is welcomed to the CCLCM Faculty Application. Instructions include visiting the 'Faculty Affairs' website and following the steps. A note mentions that some internet browsers do not work with the online application, recommending Chrome or Firefox. The main form area is titled 'Please select your Employer/Location:' and has a dropdown menu set to 'Cleveland Clinic Foundation'. Below this, there are three expandable sections: 'Step 1: Select Appointment Type:', 'Step 2: Select Appointment Level:', and 'Step 3: Review your Requirements:'. The 'Step 2' section is expanded and contains a dropdown menu with the text '- Select an appointment -'. A large blue arrow points to this dropdown menu. Below the dropdown, there is a help message: 'Need help selecting the most appropriate appointment level? Use the **New!** [appointment requirements comparison tool](#) to find the one that is right for you.' At the bottom of the 'Step 2' section, there is a link: 'Have questions? Please contact the [CCLCM Faculty Affairs Manager](#)'.

Step 3

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


▼ Step 2: Select Appointment Level:

▲ Step 3: Review your Requirements:

You have selected a new appointment to Clinical Instructor

Please note: Clinical is for all candidates, regardless of terminal degree, in every CCLCM academic department, except Biomedical Engineering and Molecular Medicine.
Only those in Biomedical Engineering and Molecular Medicine must choose the Adjunct prefix.

Please read the requirements below.

 *print entire requirements checklist*

REQUIREMENTS CHECKLIST for:


New Appointment & Promotion
Clinical Instructor or Adjunct Instructor
Approval Time-Frame: 1 - 2 months

General Considerations:

- The clinical track (part-time) is typically chosen by candidates who are primarily committed to clinical service and have modest professional

If you would like to apply for a new appointment to Clinical Instructor, click the Save and Proceed button below to continue.

If you do not want to apply for this position, then go back to Steps 1 and 2 to change your selection.

 **Save and Proceed**

Provide Information – Contact Information

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

Faculty Applications

This site is optimized for Chrome, FireFox, and Safari browsers. Internet Explorer is no longer supported.

As an option, you can [grant proxy access](#) to your admin staff.

Getting Started **Provide Information** Application Status

Contact Information Applicant Details Referee Names Upload Documents

Dr. Test Faculty you are applying for Appointment to Clinical Instructor.

All relevant information in this application including professional references and documents were imported from your most recent application. Please update as required.

OK! Got it. Don't show this message again.

Please enter your contact information. An asterisk (*) indicates a required field.
Click to view or print your [requirements checklist](#) or your [application information](#).

Personal Information

Last Name: Faculty *

Phonetics Pronunciation of Last Name: *

To spell your name phonetically, break your name into syllables, capitalizing the emphasized letter sounds e.g. "Rau" is "Rah-OOL"

To withdraw your application, please [click here](#).
Please note that your application information will be saved.

To change your appointment, please [click here](#).
Please note that your application information will be saved.

Save and Proceed Save and Exit

Applicant Details

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

Getting Started Provide Information Application Status

Contact Information Applicant Details Referee Names Upload Documents

Dr. Test Faculty you are applying for Appointment to Clinical Instructor of Anesthesiology.

Please enter requested information. An asterisk (*) indicates a required field.
Click to view or print your [requirements checklist](#) or your [application information](#).

Your Application Details

CCLCM Dept: *

Please note: Clinical is for all candidates, regardless of terminal degree, in every CCLCM academic department, except Biomedical Engineering and Molecular Medicine. Only those in Biomedical Engineering and Molecular Medicine can choose the Adjunct prefix.

Primary Area of Excellence: *

Select "Teaching" only if education is your primary area.

Other Current non-CCLCM Academic Appointment(s):

Explanation of your Role: *

Candidate role will be PBL leader for 3rd year students. Assessor for medical students rotating through ICU.

Applicant Details

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

Your Nominating Chair Details

Nominating Chair: *

Select option "Other (specify)..." if nominating chair's name is not in the list

Chair Email: *


Chair Title: *

Chair Institute: *

Chair Primary Clinic Dept: *

To withdraw your application, please [click here](#).
Please note that your application information will be saved.

To change your appointment, please [click here](#).
Please note that your application information will be saved.



Referee Names

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

Getting Started Provide Information Application Status

Contact Information > Applicant Details > **Referee Names** > Upload Documents

Dr. Test Faculty you are applying for Appointment to Clinical Instructor of Medicine.

You are not required provide any referee information. Please proceed to the next step.
Click to view or print your [requirements checklist](#) or your [application information](#).

To **withdraw your application**, please [click here](#).
Please note that your application information will be saved.

To **change your appointment**, please [click here](#).
Please note that your application information will be saved.

Save and Proceed **Save and Exit**

Upload Documents

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

Contact Information > Applicant Details > Referee Names > **Upload Documents**

Dr. Test Faculty you are applying for Appointment to Clinical Instructor of Medicine.

Please upload your documents for the appropriate categories. Once you have uploaded your documents, you will need to select the ones that you would like to use for your application. An asterisk (*) indicates a required document. Click to view or print your [requirements checklist](#) or your [application information](#).

Document(s)


CV*
(Only 1 required)

Requirement specifications:

- Required to be neat, detailed, and up-to-date. It should be in an easy-to-follow format with a consistent font.
- Must include your current role at Cleveland Clinic, prior employment (professional and academic), education, and training. Between these areas, there should be no unexplained time gaps.

[more](#)

Upload section:

[Click to upload your CV](#) 

NEW! Please upload your CV as a Microsoft Word Document file.

You have uploaded the following documents:

File Name	Use
CV Any Format Allowed for Clinical Instructor.pdf	<input checked="" type="radio"/>


4/02/2024 4:28 PM

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

To withdraw your application, please [click here](#).
Please note that your application information will be saved.

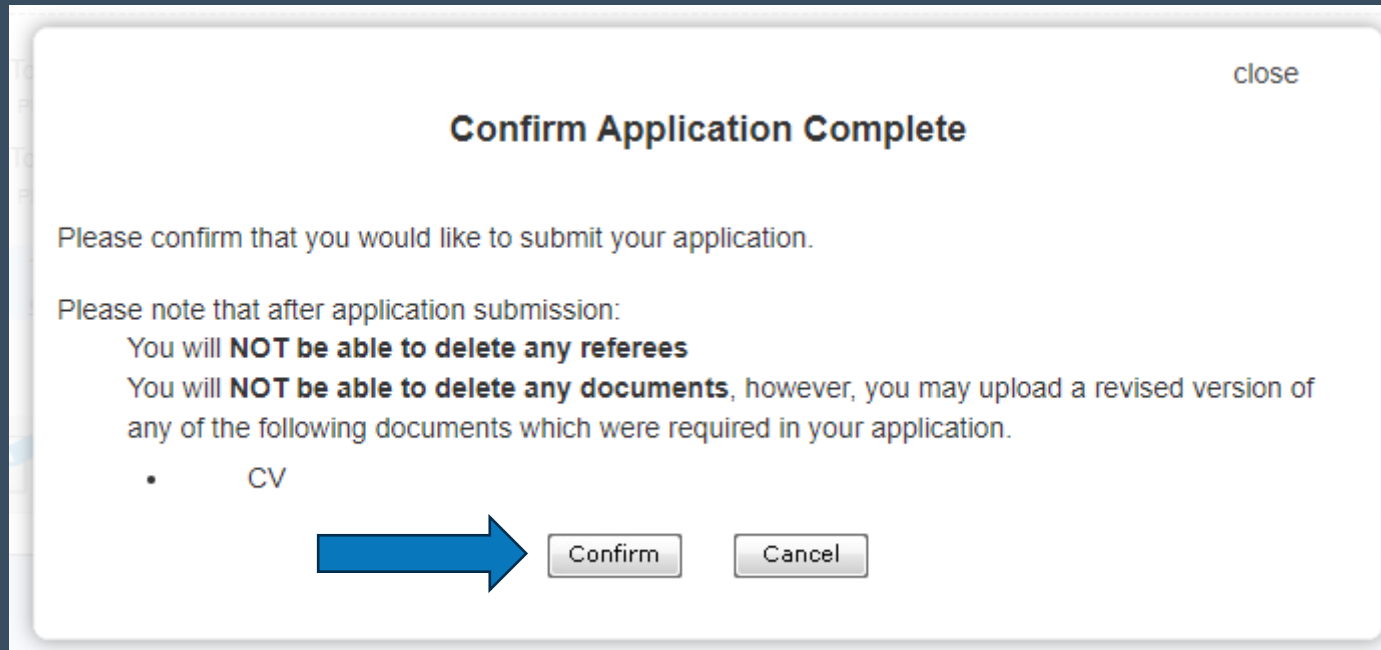
To change your appointment, please [click here](#).
Please note that your application information will be saved.



Submit Application **Save and Exit**

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

The screenshot displays the 'Faculty Applications' page. At the top right, a yellow box states: 'This site is optimized for Chrome, FireFox, and Safari browsers. Internet Explorer is no longer supported.' Below this, a navigation bar contains three buttons: 'Getting Started', 'Provide Information', and 'Application Status'. The 'Application Status' button is highlighted in blue. A message from 'Dr. Test Faculty' thanks the user for applying for an appointment to Clinical Instructor of Medicine at Cleveland Clinic Lerner College of Medicine. It provides links for 'requirements checklist' and 'application information'. At the bottom, a progress bar shows 'Your application process' with a blue arrow pointing to the right, labeled 'in process'.

Other Application Details



CASE WESTERN RESERVE
UNIVERSITY
School of Medicine



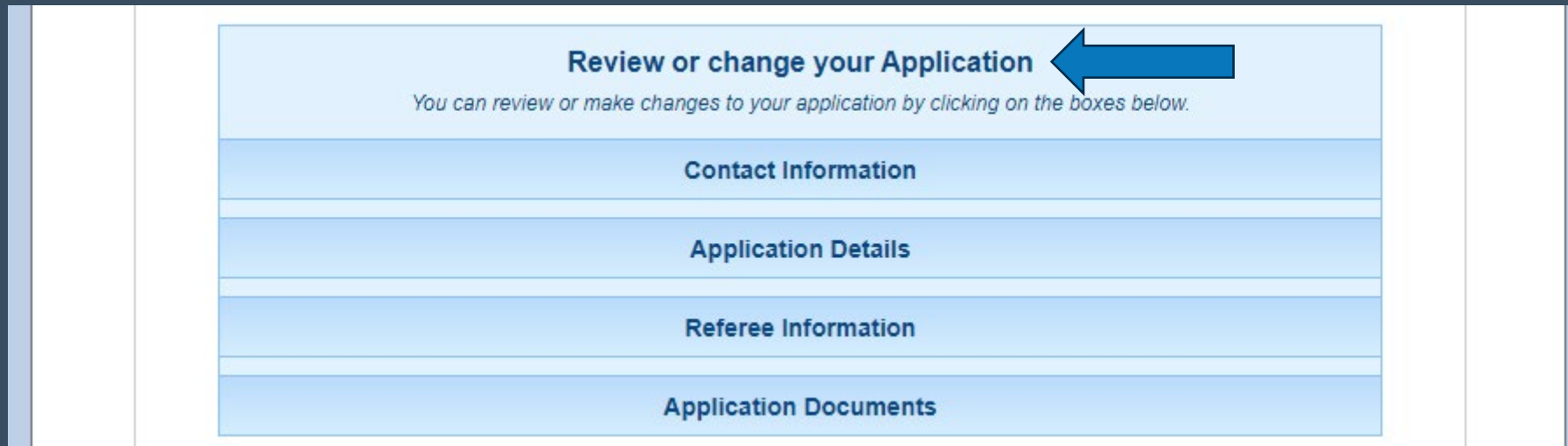
Assign a Proxy

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

The screenshot shows the Cleveland Clinic Faculty Applications page. At the top, there are links for 'DocCom', 'CCLCM Portal', and 'Case Western Reserve Medical School'. The main header includes the Cleveland Clinic logo and the text 'Cleveland Clinic Lerner College of Medicine of Case Western Reserve University'. Below this is the title 'Faculty Applications'. A text box contains the sentence 'As an option, you can [grant proxy access](#) to your admin staff.', with a blue arrow pointing to the underlined text. To the right, a yellow box contains the message: 'This site is optimized for Chrome, FireFox, and Safari browsers. Internet Explorer is no longer supported.' At the bottom, a navigation flow consists of three boxes: 'Getting Started', 'Provide Information', and 'Application Status', connected by a dotted line. The 'Application Status' box is highlighted in blue.

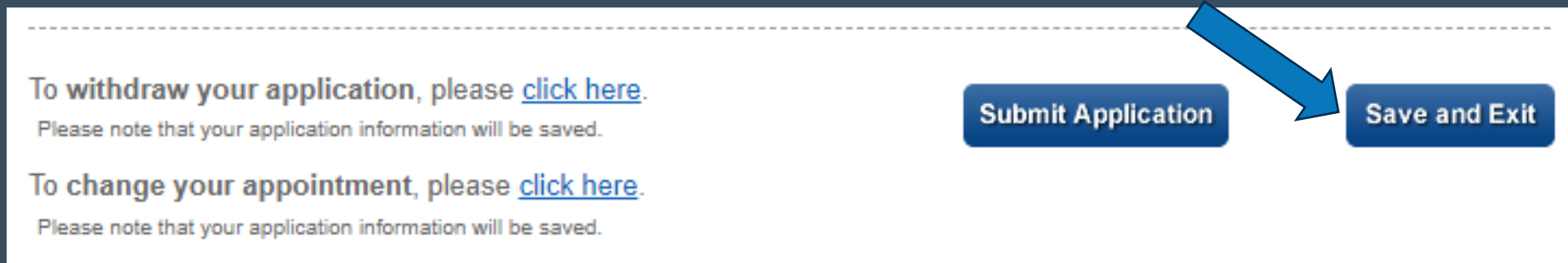
Application Updates

- 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



To withdraw your application, please [click here](#).
Please note that your application information will be saved.


To change your appointment, please [click here](#).
Please note that your application information will be saved.


Submit Application

Save and Exit

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

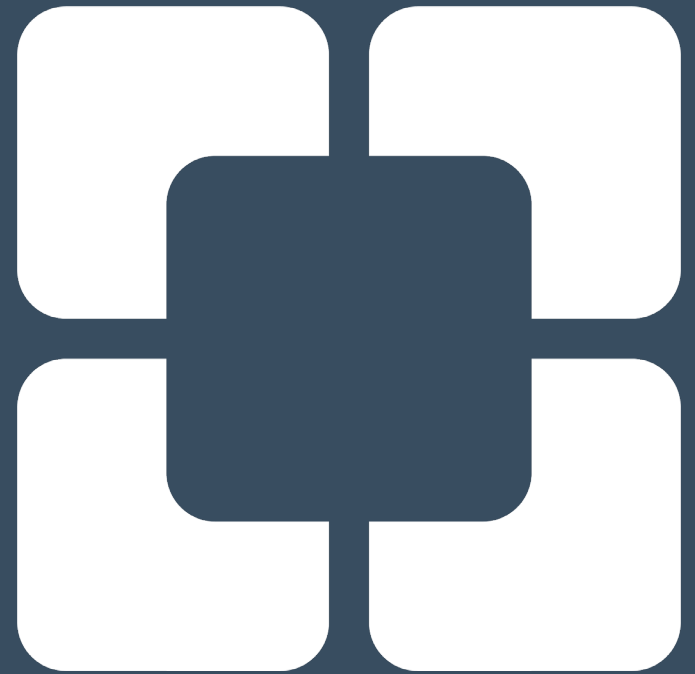
To withdraw your application, please [click here](#). 
Please note that your application information will be saved.

To change your appointment, please [click here](#). 
Please note that your application information will be saved.

CCLCM of CWRU Website ~links in the headings~

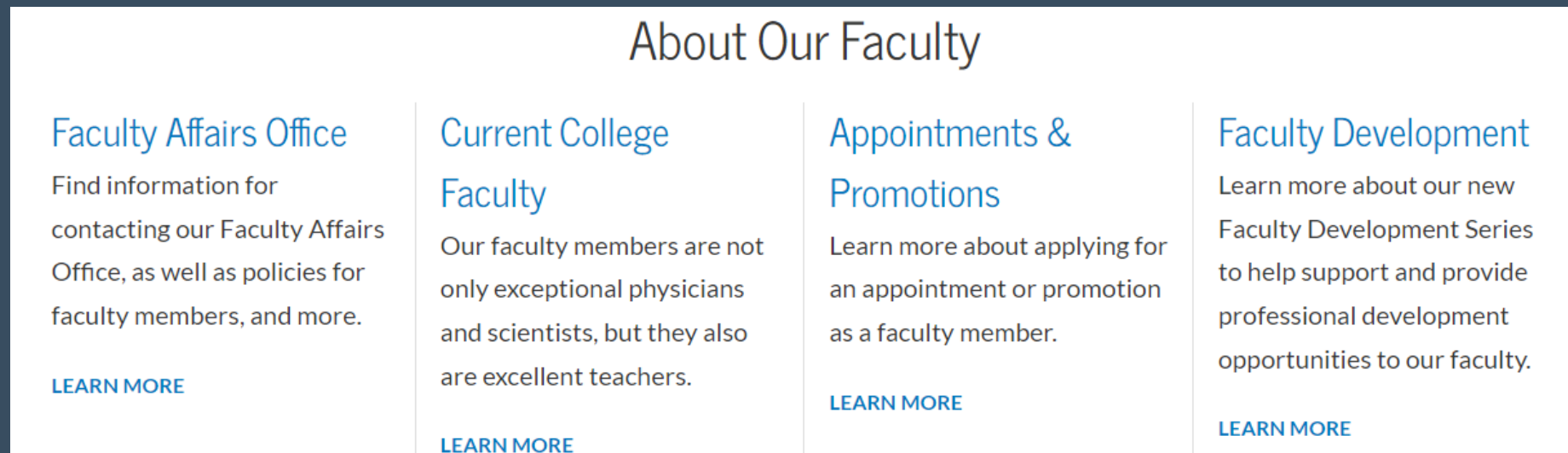


CASE WESTERN RESERVE
UNIVERSITY
School of Medicine



CCLCM / Faculty

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



About Our Faculty

<h3>Faculty Affairs Office</h3> <p>Find information for contacting our Faculty Affairs Office, as well as policies for faculty members, and more.</p> <p>LEARN MORE</p>	<h3>Current College Faculty</h3> <p>Our faculty members are not only exceptional physicians and scientists, but they also are excellent teachers.</p> <p>LEARN MORE</p>	<h3>Appointments & Promotions</h3> <p>Learn more about applying for an appointment or promotion as a faculty member.</p> <p>LEARN MORE</p>	<h3>Faculty Development</h3> <p>Learn more about our new Faculty Development Series to help support and provide professional development opportunities to our faculty.</p> <p>LEARN MORE</p>
---	---	--	--

Faculty Affairs Office

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

[Overview](#) [CAP, JCAP & CCAP Committees](#) [Academic Departments & Chairs](#) [Faculty Council Representatives](#)

Overview

The CCLCM Faculty Affairs Office manages all activities of the faculty application and promotion process, the Committee on Appointments and Promotions (CAP), Junior Committee on Appointments and Promotions (JCAP), Clinical Committee on Appointments and Promotions (CCAP), and CCLCM Academic Chairs, and assists with the SOM Faculty Council and the representatives. [Contact the Faculty Affairs Office with any questions.](#)

LERNER COLLEGE OF MEDICINE
Faculty

- ▶ [Faculty Affairs Office](#)
- ▶ [Current College Faculty](#)
- ▶ [Appointments & Promotions](#)
- ▶ [Faculty Development](#)


Current College Faculty

- Overview, listing of faculty leadership, and a link to [Find a Faculty Member](#) at CCLCM

[Overview](#) [Curriculum Leaders](#) [Physician Advisors](#) [PBL Faculty](#) [Longitudinal Preceptors](#) [Student Affairs](#)

Overview

You can prepare for an appointment or promotion by participating in the many [opportunities for continuing education and skill building](#) (internal resource) available through the Office of Educator and Scholar Development.



LERNER COLLEGE OF MEDICINE
Faculty

- ▶ [Faculty Affairs Office](#)
- ▶ [Current College Faculty](#)
- ▶ [Appointments & Promotions](#)
- ▶ [Faculty Development](#)

Appointments & Promotions

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

Overview | Apply for New Appointment or Promotion | Transfer from a CWRU Affiliate | Resources

CWRU Faculty Benefits & ID | Application Review Process | Staff Status Change & Emeritus

Overview

CCLCM faculty positions range from clinical assistant professors to professors. Our faculty members are non-tenured and must meet the same standards applied to all other Case Western Reserve University faculty.

LERNER COLLEGE OF MEDICINE
Faculty

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

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

<p>Faculty Roles</p> <p>To get help finding a Faculty role that is right for you, explore the new Faculty Role app.</p>	<p>LERNER COLLEGE OF MEDICINE</p> <p>Faculty</p> <ul style="list-style-type: none">▶ Faculty Affairs Office▶ Current College Faculty▶ Appointments & Promotions▶ Faculty Development <p>Find Your Role at CCLCM</p> <p>Use the Faculty Roles App</p>
<p>Cleveland Clinic Longitudinal Clerkship Faculty Development Series</p> <p>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.</p>	

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



THE FUTURE OF HEALTHCARE SINCE 1921