**OIDEO Search Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ACTIONS TO INCREASE RECRUITMENT RECORD – Form #3A**

*Submit this form before candidates are invited to interview.*

 Date: ­\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Send to: Faculty Diversity Coordinator (facultydiversity@case.edu)

######  Ph: 368-8877 Adelbert Hall 109 LC: 7048

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Search Committee Chair

Department (Hospital if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Search Chair Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate Contact Person Name and Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Department Assistant etc.)

**Actions to increase female, minority, and disabled candidates in the applicant pool performed by the department (Please note that these are not actions taken by OIDEO. Therefore, please do not list the ads that OIDEO have placed for the department.):**

**Resources to assist the department in recruiting diverse candidates can be found at** http://www.case.edu/diversity/faculty/toolkit.html

**Group A – These items must be done in order for the search to be approved.**

\_\_\_\_\_ All members of the search committee have attended the OIDEO training session, Interrupting Bias in the Hiring Process, or a refresher session, within the last two calendar years.

\_\_\_\_\_ The individual completing the Affirmative Action forms related to the search has attended the OIDEO session, Successfully Executing the Faculty Search Process.

**Group B – Search committees should choose one or more of the items listed below in order for the search to be approved.**

\_\_\_\_\_ Advertising in specialized publications for women and minorities. **(Please note that you must attach a copy of the advertisement to check this box).**

\_\_\_\_\_ Advertising in discipline-specific publications. **(Please note that you must attach a copy of the advertisement to check this box).**

\_\_\_\_\_ Communications sent to Historically Black Colleges and Universities (HBCUs), Hispanic Serving Colleges and Universities, Women’s Colleges and Universities, and/or Tribal Colleges and Universities announcing the position. **(Please note that you must attach a copy of the communication and list the Colleges and Universities contacted to check this box).**

\_\_\_\_\_ Contact with women faculty and minority faculty colleagues at other universities.

Name and Institution of those contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_ Suggestionssought from women and minorities at Case Western Reserve University besides the individuals on the search committee.

Contact included: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_ Candidates will meet with the Senior Director of Faculty and Institutional Diversity (or their designate) during their campus interview. Please contact facultydiversity@case.edu to schedule these visits.

\_\_\_\_\_ Search committee members have participated in OIDEO’s Train the Champion Program. Please list the names of the committee members who have participated. For more information on the Train the Champion program, contact karyn.newton@case.edu.

\_\_\_\_\_ Attended a conference to recruit applicants. Please list the name of the conference and the dates attended: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_ Other strategies to use throughout the search process. (Describe below)

Strategies included: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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