

Effective immediately the following data requirements must be adhered to and submitted in total to the Faculty Diversity Officer for the granting of Affirmative Action approval.

The University is required by the Office of Federal Contract Compliance Programs (OFCCP) guidelines to maintain specific summary information about the search process, applicants and hires. The Chair of the search committee is responsible for ensuring that complete records are kept during the search, and that all search files are kept for five years from the dates of appointment of the candidate selected. Effective immediately - the University is updating the manner in which faculty search information is submitted to the Office of Equal Opportunity. The following data requirements must be adhered to and submitted in total to the Faculty Diversity Officer for the granting of Affirmative Action approval. Failure to comply could have costly implications for any contracts with the federal government.

To meet OFCCP reporting requirements, we must (1) distinguish job seekers from qualified job applicants (see instructions below), (2) state the qualifications for the position in its advertising, (3) record data regarding voluntary disclosure of race, sex and veteran status (see expanded government categories below), and (4) retain these records for five years following the appointment date of the candidate selected. The information that has been reported on forms #3B and #3B1, will now be submitted in an excel spreadsheet and sent electronically to facultydiversity@case.edu.

Form 1: Notification of Faculty Opening and Position Announcement

The Position Announcement must have qualifications for the position stated. If the position is “open rank,” differing qualifications for Lecturer/Instructor and Asst/Asso/Full Professor must be noted. *This is more detailed than required previously, but needn't be so specific as to rule out diverse applicants.*

Mandatory Process for Requesting Voluntary Affirmative Action Data

All candidates applying for faculty positions at Case Western Reserve University must be sent an email (where an email address is available) requesting their voluntary participation in the collection of affirmative action data. “Voluntary” applies to the candidate’s choice in participation; it is now mandatory that the online survey link be sent to applicants where an email is available. The date that the survey is emailed to the candidate is recorded on excel spreadsheet form #3B. The link to the survey and a sample e-mail can be found at <http://www.case.edu/president/aaction/aaform.html> The confidential online form is submitted automatically to Faculty Diversity Officer and no one involved in the faculty search will have access to it.

Changes in Form 3B (Qualified Candidate Pool) and Form 3B1 (Candidates for Interview)

Form 3B: Form 3B (formerly “All Candidate Log”) is now an excel spreadsheet of the Qualified Candidate Pool. This excel spreadsheet cannot be amended in any way, and will collect the following information

1. Department name
2. Date the application was received [dd/mm/yyyy]
3. Date the Voluntary AA Survey was emailed to the candidate [dd/mm/yyyy]
4. Name of qualified job applicant (*Definition of Qualified Applicant: Any applicant whose resume/vita fulfills the basic requirements of the position*) in alpha order last name, first name.

5. Sex of the applicant [M=Male, F=Female, UNK= Unknown] If candidates are interviewed, sex should not be marked “UNK.”
6. Race/Ethnicity (abbreviation for excel listed first) It is illegal to ask an applicant his/her race, but it is legal to make reasonable inferences about a candidate’s race from information on his/her vitae and cover letter, or his/her physical appearance. If candidates are interviewed, Race/Ethnicity should not be marked “UNK.”
 - a. **AMER IND - American Indian or Alaskan Native** (Not Hispanic or Latino) A person having origins in any of the original people of North and South America (including Central America), who maintains tribal affiliation or community attachment
 - b. **ASIAN - Asian** (Not Hispanic or Latino) A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
 - c. **BLACK - Black or African American** (Not Hispanic or Latino) A person having origins in any of the Black racial groups of Africa
 - d. **HISP - Hispanic or Latino** A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race
 - e. **PACF - Native Hawaiian or Other Pacific Islander** (Not Hispanic or Latino) A person having origins in any of the original peoples of Hawaii Guam, Samoa, or other Pacific Islands
 - f. **WHITE - White** (Not Hispanic or Latino) A person having origins in any of the original people of Europe, the Middle East or North Africa
 - g. **MULT - Two or More Races** (Not Hispanic or Latino) All persons who identify with more than one of the above five races.
 - h. **UNK - Unknown**
7. Rank of position applied for (Instructor, Assistant Prof., Associate Prof., Full Prof., Visiting (Asst., Assoc., Full.) Prof)
8. Reasons for rejection (as issued by the OFCCP.) Numbers must be used in forms 3B and 3B1
 - 1 Candidate Selected
 - 2 Candidate did not show up for interview
 - 3 Unable to contact candidate
 - 4 Unsatisfactory references
 - 5 Salary requested higher than available/budget
 - 6 Candidate rejected offer
 - 7 Candidate withdrew/declined interview
 - 8 Unfavorable Interview
 - 9 Person selected had more experience in area
 - 10 Candidate indicated short time commitment
 - 11 Candidate not available to work in immediate future
 - 12 Other reason(s) (please explain)

Changes in Form 3B1 (for dean’s review of candidate pool diversity):

All candidates that will be/have been invited to interview in alpha order [last name, first name], date of interview, and reason for rejection categories #1-12 (as defined by the OFCCP) in Excel format

Finally, please **keep records, including the vitae, reference letters etc., of all qualified candidates listed on Form 3B for five years** after the search is over, as the OFCCP may ask for proof of qualifications of candidates.

I thank you in advance for your participation in this very important process. As always, if you have any questions, please feel free to call 368-4299 or email bethmcgee@case.edu