Executing a Successful Affirmative Action Faculty Search

Step 1: Complete Forms 1, 2 and draft an ad. Send the information to facultydiversity@case.edu.

Stop: The OIDEO will approve your search and ad. Do not proceed until you have approval.

In compliance with the OFCCP, your ad will be posted to two websites free of charge. The websites are: higheredjobs.com and ohiomeansjobs.com.

Step 2: After you have received approval for your ad, you may post it to additional websites and print publications of your choosing at a cost to your department. Send Form 3A to facultydiversity@case.edu, along with copies of the ad that your department placed in additional publications.

Step 3: Start to complete Form 3B by listing all the candidates that applied for the position on the “All” tab. List all candidates who meet the minimum criteria specified of the ad on the “Qualified” tab. Individuals on the “Qualified” tab who the department wishes to interview should receive an OFCCP code of “1.”

Stop: Send Form 3B to facultydiversity@case.edu in order to get the list approved for interviews. This should occur prior to interviews taking place.

Step 4: After you receive approval to interview the candidates labeled “1” on the “Qualified” tab, proceed with interviews.

Step 5: Complete the “Interviewed” tab on Form 3B. Send the completed Form 3B to facultydiversity@case.edu. After a candidate is selected, complete Form 3C and send a copy of the candidates curriculum vitae (CV) to facultydiversity@case.edu.

The OIDEO will fax you an Affirmative Action Approval Letter if your search meets all Affirmative Action guidelines. Please Note: AA Approval forms are sent on Tuesdays and Fridays.