**FDO Search Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

If you are faxing forms to 368-8878, please keep the originals for your files.

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

Send to: Faculty Diversity

######  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 received the training from OIDEO titled: Interrupting Bias in the Faculty Search Process.

* Please list the names of the faculty search committee members and the date they received the training. Visit <https://case.edu/diversity/office-for-faculty-diversity/faculty-search-process> to view the schedule and RSVP for trainings. Also, departments canschedule their own session. Please contact [karyn.newton@case.edu](file:///%5C%5Cads.case.edu%5Cugen%5Chomes%5Cgdb33%5CDownloads%5Ckaryn.newton%40case.edu) to schedule a session.

\_\_\_\_\_ The individual completing the Search Forms has received training on completing the forms.

**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 attached. **(Please note that you must attach a copy of the advertisement to check this box).**

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

\_\_\_\_\_ Letters sent to Historically Black Colleges and Universities (HBCUs), Hispanic Serving Colleges and Universities or Women’s Colleges and Universities announcing the position **(Please note that you must attach a copy of the letter 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 Faculty Diversity Officer (FDO) during their own campus interview. Please contact the FDOatfacultydiversity@case.eduto schedule these visits.

\_\_\_\_\_ Faculty members have participated in OIDEO’s Train the Champion Program. Please list the names of the faculty members who have participated. For more information 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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