**Reasons for Rejection**

**(as issued by the OFCCP)**

**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 Inclusion, Diversity and 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.

The information that has been reported on Form 3B, will now be submitted in an excel spreadsheet and sent electronically to [facultydiversity@case.edu](mailto:facultydiversity@case.edu). Below are the rejection codes issued by the OFCCP.

**Numbers must be used on Form 3B**

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 see below)

**Code 12 Reasons:**

12a Incomplete application

12b Application received after the deadline stated in the ad

12c Less/Insufficient publications

12d Area of specialty not a good fit at this time

12e Less teaching experience

12f Proposal as requested by the ad is not a fit for the program

12g Proposal as requested by the ad is weak compared to other applicants

12h Does not have the preferred experience as stated in the ad

12i Minimum qualifications as stated in the ad not met

If you have another reason for rejecting an applicant that is not listed above, please contact Tenille Kaus at [karyn.newton@case.edu](mailto:karyn.newton@case.edu).

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.

As always, if you have any questions, please feel free to call the Office for Faculty Diversity at 216.368.8877 or email [facultydiversity@case.edu](file:///\\ads.case.edu\ugen\homes\gdb33\Downloads\facultydiversity@case.edu).