

NOTIFICATION OF CWRU SOM LEADERSHIP OPENING

Form #1 and Form #2

Submit this form for an internal search process with the proposed job description ad and keep a copy for your files..

All materials to: somFacultySearch@case.edu

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DATE: _____ Search Number I-_____ (to be assigned by FAHR)

FROM: _____ Signature: _____
Department Chair Name

Department (Hospital if any): _____

Contact Person: _____ Contact Phone: _____

The following vacancy has been identified: Leadership Position Title: _____

Search Committee Chair and Demographic Information:

Name	M/F/Other	Race/Ethnicity	Rank/Position
-	-	-	-

Search Committee Members and Demographic Information:

Name	M/F/Other	Race/Ethnicity	Rank/Position

Please note that the search committee must have at least three members and contain **women and URiM in order for a search to be approved.**

Please complete this form and send to somFacultySearch@case.edu. A copy of the position description in a word format must also be submitted.

The SOM requires search committees to at least one woman and at least one person from a category designated as Under-Represented in Medicine (“URiM”). URiM includes: African American/Black/Afro-Caribbean; Hispanic/Latino/Chicano/Latin American/South American/Central American and others from Latin American countries; Pacific Islander/Native Hawaiian/Tongan/Samoan/Guamanian and others from the Pacific Islands; and Native American/Alaskan Native. URiM also includes individuals that identify as LGBTQI, first generation college, and English as a second language. The faculty announcement must also reach a diverse audience and show specific efforts to advertise in special interest groups. The Offices of Faculty Affairs and Faculty Development and Diversity will review and approve this form.

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Group A – These items are required 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. Visit <http://case.edu/diversity/office-for-faculty-diversity/faculty-search-process/> to view the schedule for trainings.

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

_____ The Search Committee Chair must meet with Heather Burton in OIDEO).

_____ **If you are recruiting international applicants that will apply for permanent residency, a print ad must be placed in a professional journal and a copy of the ad and invoice should be attached to Form 3A. An electronic or web-based journal can also be used if the job listing is viewable to the public without payment of subscription or membership charges. A copy of the web-based ad and invoice should be attached to Form 3A. All ads must be placed for 30 days or longer.**

Drafting an Ad

Please Note: Ads must be approved by the SOM Offices of Faculty Affairs and Faculty Development and Diversity before they may be published in any print or electronic venue.

Writing an ad information can be found here: <http://case.edu/diversity/office-for-faculty-diversity/faculty-search-process/writing-an-advertisement/>

Please send the position description in a word format to somFacultySearch@case.edu

Position descriptions contain the qualifications necessary to be considered a “qualified applicant.” These qualifications usually include a Ph.D. or M.D. in a specific discipline. If the position is “open rank,” a line must be added stating the qualifications for the position at each rank. All position descriptions must include the Equal Opportunity and Reasonable Accommodation statements at the end of the post.

The required EEO statement is: “In employment, as in education, Case Western Reserve University is committed to Equal Opportunity and Diversity. Women, veterans, members of underrepresented minority groups, and individuals with disabilities are encouraged to apply.”

The required Reasonable Accommodation statement is: "Case Western Reserve University provides reasonable accommodations to applicants with disabilities. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office for Inclusion, Diversity and Equal Opportunity at 216-368-8877 to request a reasonable accommodation. Determinations as to granting reasonable accommodations for any applicant will be made on a case-by-case basis."

Advertisements must be in a public domain for a minimum of two (2) weeks before a candidate can be selected, and should be current (less than one year old).