

AFFIRMATIVE ACTION EXPEDITED REVIEW POLICY

Overview

Version	1.00
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Approval Authority	Vice-President – Inclusion, Diversity and Equal Opportunity

Case Western Reserve University values a diverse workforce and is committed to providing equal opportunity in employment through non-discriminatory open recruitment and hiring practices and affirmative action programs. Occasionally, in today's work environment, it is the case that a desirable faculty or staff candidate be hired using an expedited process. Examples of these situations include: (1) a short term visiting faculty member (less than one year), (2) a research faculty member, (3) a partner of a desirable faculty or staff candidate or other valued employee who is also seeking employment, or (4) an intact faculty/research team already working with the desirable faculty member that needs to be hired in conjunction with the lead faculty member. These hires may be approved via expedited review when such a hire furthers diversity and/or contributes to the strength of the University, meets an important need of the University, or is in the best interests of the University as identified by the appropriate dean and Provost.

Purpose

The purpose of this policy is to establish a process for expedited review for affirmative action purposes of visiting short-term faculty, research faculty, partner hires, and faculty/research team hires.

Scope

This policy describes the expedited review process for affirmative action in employment, the situations in which it may be used, and the review and approval process for each of the four employment situations in which the expedited review process may be used.

Policy Statement

It is the policy of Case Western Reserve University to approve hires through a comprehensive affirmative action program. When the hire of one or more faculty is short-term (one academic year or less in duration), for a faculty member who is fully funded by research grants or contracts, or is a partner hire or research team hire related to another faculty member whose selection is the result

of a national search, and interview, and receives affirmative action approval, the Affirmative Action Expedited Review procedure may be used.

Definitions

Short-term visiting appointment

A short-term visiting faculty appointment is one academic year or less in duration. Long-term visiting faculty appointments must use the standard faculty search and affirmative action process.

Research faculty appointment

Research faculty appointments are ordinarily funded by research grants, contracts, and similar sources. An appointment as a research faculty member is contingent upon availability of funds and will terminate either prior to or at the end of the current appointment or the absence of sufficient extramural funds.

Partner hire

This partner hiring policy applies whenever a final candidate is offered either a (1) tenured, tenure-track, or non-tenure track appointment or (2) a staff position requiring recruitment at the level of a national search and the final candidate would need to relocate to the University from outside the Cleveland area. It will also apply to partners of current tenured, tenure-track, or non-tenure track faculty members or to staff persons recruited at the level of a national search when the appropriate dean and the provost, in their discretion, desire to use this policy to help retain a valued faculty member or administrator who is at risk of being employed by another institution because the faculty member's or administrator's partner needs employment in order for the individual to remain at the University. Partner hires are approved if documented reasons exist for the hire in light of the pair's overall potential contribution to the diversity and/or strength of the University. (see Partner Hiring Policy, Faculty Handbook section XI.)

Faculty/research team hire

This consists of a faculty or research team that is already working with a desirable faculty candidate or recently hired faculty member that is identified during the recruitment of a faculty member whose selection is the result of a national search and interview and who has received an affirmative action approval through the search, interview and affirmative action process. The appointment of the team hires is contingent upon availability of funds and the approval of the dean and provost.

Race/ethnicity for affirmative action reporting on the Supplemental Data form should be done using the following. It is illegal to ask an applicant his/her race. It is legal to make reasonable inferences about a candidate's race from information on his/her curriculum vitae and cover letter.

AMER IND	American Indian or Alaska 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
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
BLACK	Black or African-American (not Hispanic or Latino) A person having origins in any of the Black racial groups of Africa
HISP	Hispanic or Latino(a) A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race
PACF	Native Hawaiian or Other Pacific Islander (not Hispanic or Latino) A person having origins in any of the original people of Hawaii Guam, Samoa, or other Pacific Islands
WHITE	White (not Hispanic or Latino) A person having origins in any of the original people of Europe, the Middle East or North Africa
MULT	Two or More Races (not Hispanic or Latino) All persons who identify with more than one of the above (not including Hispanic or Latino)

Responsibility

Department Chair (or Dean/Supervisor): Initiate the Affirmative Action Expedited Review request by completing and submitting the form to the Office of Inclusion, Diversity and Equal Opportunity. The Chair shall also seek the Dean(s)'s approval in cases of partner hire or faculty/research team hires.

Dean: Review the request for partner or faculty hire/research team hires, and approve (if desired).

Provost: Review Dean's request and approve (if desired).

Faculty Diversity Officer: Ensure compliance with all steps of the Expedited Review process. Review the potential impact of partner hire or faculty/research team hires and make recommendation to the Vice President – Inclusion, Diversity and Equal Opportunity.

EEO & Diversity Specialist: With the Faculty Diversity Officer, review the potential impact of partner hire or faculty/research team hires and make recommendation to the Vice President.

Vice-President – Inclusion, Diversity and Equal Opportunity: Seek input from the offices of the Vice-President – Human Resources and General Counsel in the review process. Final review and approval of partner or faculty/research team hires. Forward the decision to dean and department chair/supervisor.

Related Policies

Equal Opportunity Policy, Faculty Handbook section X.

Partner Hiring Policy, Faculty Handbook section XI.

Policy Review Cycle

This policy will be reviewed every two years on the anniversary of the policy effective date, at a minimum. The policy may be reviewed on a more frequent basis depending on organizational needs and State and Federal requirements.

Input from the offices of the Vice-President – Human Resources and General Counsel will be sought in the review process.