

Full Time *Faculty Search* Process Steps

- Department Chair/Admin generates and submits **Request to Search** (only needed for full time faculty who will be on CWRU payroll) and submits to the Office of Faculty Affairs (FA) via email to somFacultySearch@case.edu.
- FA will assign a unique number to the *faculty search* and route the request for approval by the School of Medicine (SOM) and the University's Executive Compensation Committee. Once approved, FA will email the department with **approval to search**. The *SOM faculty search approval* expires in one calendar year. A *faculty search* more than one year old must be resubmitted to somFacultySearch@case.edu.
- Based on the source of support for the *faculty search* (if majority of salary will be via CWRU payroll), the department is required to follow CWRU's affirmative action policy. To proceed with the *faculty search*, the department must submit the necessary paperwork (including Form 1+2 and a job description) directly to the Office of Inclusive, Diversity and Equal Opportunity (OIDEO) at facultydiversity@case.edu. Tina Lining at tar5@case.edu is available to assist with the Diversity, Equity, and Inclusion best practices for yielding diverse candidates during the *faculty search* process. OIDEO will also assign the *faculty search* a unique number. All future correspondence regarding a *faculty search* must include both the **SOM and OIDEO search numbers**. Multiple hires may result from one OIDEO *faculty search*, but if a department wishes to hire multiple candidates from one OIDEO *faculty search*, they must first open an additional **SOM Request to Search** and receive approval with a unique *faculty search* number for each position – there can be only one hire per *SOM faculty search* number.
- Once the affirmative action process is nearing completion and a candidate has been identified, the department drafts an offer letter. The draft offer letter is submitted to Cynthia Kim (cynthia.kim@case.edu) in Word format, with a copy of the AA Form 3C or approval memo, the candidate's CV, and if applicable, the SOM Faculty Recruitment Startup Calculation Spreadsheet. Please be sure to include the **SOM and OIDEO faculty search numbers** in this email. Draft offer letters cannot be drafted until the OIDEO process is near completion. Offer letter receive the review and approval of SOM senior administration, the Dean, and the Provost.
- An Offer letter is sent to the candidate for signature from the FA office via DocuSign. Offer letters cannot be distributed to the candidate until Affirmative Action approval has been received.
- Once the department has a signed offer letter, they proceed with gathering the faculty appointment materials needed for CWRU Board of Trustee review using the correct checklist which can be found on the FA website - <https://case.edu/medicine/faculty-staff/faculty-affairs-hr/forms-additional-information>. New faculty appointment packets receive multiple levels of review and can take 1-3 months for junior level (Instructor, Senior Instructor, Assistant Professor) appointments and 6-12 months for senior level