

**FACULTY SEARCH: (Search Committee, Job Description, and recruitment plan)**

*Submit this form before the search process along with the proposed ad.*

Please upload this form to Interfolio – Faculty Search and keep the originals for your files.

Department: \_\_\_\_\_

Chair: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

The following vacancy has been identified (please select **all** possible ranks:

Professor	_____	Visiting Professor	_____
Associate Professor	_____	Visiting Associate Professor	_____
Assistant Professor	_____	Visiting Assistant Professor	_____
Senior Instructor	_____	Visiting Instructor	_____
Instructor	_____	Other:	_____

Open Ranks (select if more than one rank is possible: \_\_\_\_\_

*Please note: If the position is “open rank,” a line must be added to your ad noting the differing qualifications and “rank commensurate with experience.”*

**Search Committee Chair:**

Name	Email	Phone	Rank/Position

**Search Committee Members:**

Name	Email	Phone	Rank/Position

## **Please describe efforts to recruit candidates and broadly distribute the job description**

### **Drafting an Ad**

#### **Please upload the position description as a separate document (attachment) in Interfolio – Faculty Search**

Position descriptions contain the qualifications necessary to be considered a “qualified applicant.” These qualifications usually include a PhD or MD 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:** Case Western Reserve University is an equal opportunity employer. All applicants are protected under federal and state laws and university policy from discrimination based on race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, protected veteran status, disability, age and genetic information.

**The required Reasonable Accommodation statement is:** Case Western Reserve University complies with the Americans with Disabilities Act regarding reasonable accommodations for applicants with disabilities. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Equity by phone at 216.368.3066 or by email at [equity@case.edu](mailto:equity@case.edu). Determinations as to granting reasonable accommodations for any applicant will be made on a case-by-case basis.

All searches must be carried out in a manner that provides national coverage. Advertisements must be in the public domain for a minimum of six (6) weeks before a candidate is selected and should be current (less than one year old).