CASE WESTERN RESERVE UNIVERSITY

Title: Expedited Hiring Review Policy

Effective Date: April 1, 2010

Responsible Official: Provost or the Provost's Designee

Responsible University Office: Office of the Provost

Revision History: February 20, 2025

Related Legislation and University Policies: Partner Hiring Policy, Faculty Handbook Chapter 4, Section XI

Review Period: 5 years

Date of Last Review: February 20, 2025

Relates to: Faculty and Staff

Case Western Reserve University values high caliber employees who are normally recruited through open and thorough hiring practices. 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 faculty or staff candidate or other valued employee selected for hire when the partner is also seeking employment; or (4) an intact faculty/research team already working with a faculty member selected for hire that needs to be hired in conjunction with the lead faculty member. These hires may be approved via expedited review when such a hire 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 visiting short-term faculty, research faculty, partner hires, and faculty/research team hires.

Scope
This policy describes the expedited review process for 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 hiring review process may be used.

Policy Statement
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 for a faculty member who is a partner hire or research team hire related to another faculty member whose selection is the result of a national search process, the Expedited Hiring Review procedure may be used.

Types of Appointments
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 process](#).

Research faculty appointment
Research faculty appointments are ordinarily funded by research grants, contracts, and similar sources (e.g., appointments funded by NIH K-Awards or foundations). 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 based on the absence of sufficient extramural funds.

Partner hire
This partner hiring policy applies whenever a final candidate is offered either (1) a tenured, tenure- track, or non-tenure track appointment or (2) a staff position involving 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 going to another institution because of their partner's needed or desired employment opportunities elsewhere. Partner hires are approved if documented reasons exist for the hire in light of the pair's overall potential contribution to the variety of experiences, perspectives, backgrounds, skills, and/or strength of the University. (See Partner Hiring Policy, Faculty Handbook Chapter 4, Section XI.)

Faculty/research team hire
This consists of a faculty or research team that is already working with a selected faculty candidate or recently hired faculty member that is identified during the recruitment of the faculty member in a national search process. The hire and/or appointment of research team members is contingent upon availability of funds and the approval of the dean and provost.

Responsibility

Department Chair (or Dean/Supervisor): Initiate the Expedited Hiring Review request by completing and submitting the form in Interfolio to the Office of the Provost. 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 /research team hires, and indicate approval or lack of approval.

Provost: Review Chair's request and Dean's approval and indicate approval or lack of approval as appropriate.

Director of Faculty Affairs: Ensure compliance with all steps of the Expedited Review process.