

Memorandum

February 29, 2012

TO: Department Chairs, Faculty, and Administrators

FROM: Melissa K. Burrows, PhD, EEO & Diversity Manager
Office of Inclusion, Diversity and Equal Opportunity

RE: **Affirmative Action Procedures for Academic Research Positions**

The positions of **Research Associate, Senior Research Associate, Research Scientist, Researcher, and Principal Researcher** at Case Western Reserve University are staff positions and provide support to faculty in their research endeavors. Not all positions are used in all schools at CWRU so please check with the appropriate office in your school to determine which titles are available for use and the requirements for the various positions.

Although the positions are typically supported by outside funding, they must follow the university's affirmative action procedures. The attached affirmative action forms must be completed for all research positions and forwarded to Information Management (c/o Human Resources), Crawford Hall 220.

A copy of the affirmative action forms, the appointment letter and the curriculum vitae of the candidate must be submitted to Information Management **prior** to the effective date of the appointment in order to process research appointments for payroll. Human Resources will schedule the candidate for orientation, at which time the new employee will complete all payroll and benefits enrollment forms.



**AFFIRMATIVE ACTION CHECKLIST ON CANDIDATES FOR
RESEARCH ASSOCIATES, SENIOR RESEARCH ASSOCIATES, AND RESEARCHER POSITIONS**

TO: Information Management
C/o Human Resources
Crawford Hall 220
Location Code 7047

FROM: _____
(Please type or print) Department Head/Hiring Supervisor

DEPARTMENT: _____

SCHOOL/COLLEGE: _____

CAMPUS PHONE: _____ FAX: _____

<p>PART I – FINAL CANDIDATE RECOMMENDED (Candidates for Academic Research Positions)</p>
--

Full Name: _____

Research Title: _____ Effective Date of Appointment: _____

Race/Ethnicity: *(Please circle only one classification)*

- 1 – African American *(not Hispanic or Latino)*
- 2 – Asian
- 3 – American Indian
only)
- 4 – Hispanic or Latino
- 9 – White *(not Hispanic or Latino)*
- T – Two or more Races *(not Hispanic or Latino)*

Veteran Status:

- Veteran *(other than Vietnam-era)*
- Veteran-era veteran
- Disabled veteran *(Vietnam-era)*
- Disabled Veteran

Gender: **Disability:** *(Only if candidate discloses)*

- | | |
|---------------------------------|------------------------------|
| <input type="checkbox"/> Female | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Male | <input type="checkbox"/> No |

PART II – RECRUITMENT STRATEGY CHECKLIST
(Candidates for Academic Research Positions)

Full Name: _____ Research Title: _____

Please check below the special measures taken to increase women and minority candidates in the applicant pool:

() Advertising in specialized publications for women and minorities.
Specify: _____

() Contact with women and minority recruitment sources.
Specify: _____

() Suggestions sought from women and minorities at Case Western Reserve University.
Specify: _____

() Women and minorities included on the search committee.
Committee member(s) Name: _____

() Other measures taken.
Describe: _____

() None
Explain: _____

PART II – CANDIDATE LOG
(Candidates for Academic Research Positions)

RACE CODES

- 1 – African American (*not Hispanic or Latino*)
- 2 – Asian
- 3 – American Indian
- 4 – Hispanic or Latino
- 9 – White (*not Hispanic or Latino*)
- P – Native Hawaiian/Other Pacific Islander
- T – Two or more Races (*not Hispanic or Latino*)

REASON FOR DISPOSITION CODES

- | | |
|---|--|
| 1 – Candidate selected | 7 – Candidate withdrew/declined interview |
| 2 – Candidate did not show up for interview | 8 – Unfavorable interview |
| 3 – Unable to contact candidate | 9 – Person selected had more experience in required area |
| 4 – Unsatisfactory references | 10 – Candidate indicated short time commitment |
| 5 – Salary requested higher than available/budget | 11 – Candidate not available to work in immediate future |
| 6 – Candidate rejected offer | 12 – Other (Explain) |

CANDIDATE NAME	RACE CODE	GENDER (M/F)	DISABILITY (IF DISCLOSED) YES OR NO	DATE OF INTERVIEW	DISPOSITION CODE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

9.					
10.					

USE AN ADDITIONAL PAGE, IF NECESSARY