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: ______________________

PART I – FINAL CANDIDATE RECOMMENDED
(Candidates for Academic Research Positions)

Full Name: ____________________________________________

Research Title: ________________________ Effective Date of Appointment: ___________

Race/Ethnicity: (Please circle only one classification)  Veteran Status:
1 – African American (not Hispanic or Latino)          ( ) Veteran (other than Vietnam-era)
2 – Asian                                             ( ) Veteran-era veteran
3 – American Indian only                              ( ) Disabled veteran (Vietnam-era
4 – Hispanic or Latino                                  ( ) Disabled Veteran
9 – White (not Hispanic or Latino)                     
T – Two or more Races (not Hispanic or Latino)         

Gender:                                         Disability: (Only if candidate discloses)
( ) Female                                          ( ) Yes
( ) Male                                            ( ) 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
5. White (not Hispanic or Latino)
6. Native Hawaiian/Other Pacific Islander
7. Two or more Races (not Hispanic or Latino)

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

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<th>CANDIDATE NAME</th>
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<th>GENDER (M/F)</th>
<th>DISABILITY (IF DISCLOSED)</th>
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**Use an additional page, if necessary**