

Approval Workflows for Regular Faculty and Full-Time Lecturer Searches

The position description approval workflow begins once the department receives formal notification from the office of dean of the approval to search.

1. **Department administrator** (or assistant) [creates a position](#) in Interfolio Faculty Search. Attach completed [OIDEO forms 1 & 2](#) to the Internal Notes page. [Submit for approval](#).
 - a. When at the “Create Position” page the individual creating the position must choose one of two options:
 - i. The “Full-Time Lecturers” designation should be used for any special faculty ad approval process (which routes the approval workflow through Associate Dean Peter Whiting)
 - ii. The “Faculty” designation should be used for any NTT (Instructor or SR. Instructor) or TT (Assistant through Professor) ad approval process (which routes the approval workflow through Senior Associate Dean Lee Thompson).
 - NOTE:** There is no way to change the workflow once the position has been created. If a position is placed on the wrong workflow you must go to the “create position” page and start the process over.
 - b. The [Evaluation Settings](#) page is optional and can be set up anytime. The committee manager can create custom evaluation criteria and ask the committee members to issue star ratings.
 - c. The only information needed on the [Internal Notes](#) page is the attachment of OIDEO forms 1 & 2. The rest of the page can be left blank.
2. **Chair’s approval-** Department chair reviews position description and confirms that OIDEO Forms 1 & 2 are attached. Upon approval, the position proceeds to Associate Dean for review. (Regular Faculty positions are routed to Senior Associate Dean Lee Thompson. Full-Time Lecturer searches are routed to Associate Dean Peter Whiting.)
3. **Associate Dean’s Provisional Approval-** Associate Dean, acting as Dean's designate, issues provisional approval of position. Associate Dean considers the position description holistically and checks to ensure that the position includes a Diversity Statement as one of the Required Documents. If the position requires revisions, it will be sent back to the department. If approved, it will move to OIDEO.

4. **OIDEO Review-** The Office of Inclusion, Diversity, and Equal Opportunity reviews Forms 1 & 2 and sends a separate email to the department chair (and/or search committee chair) stating any changes needed to the search committee, as well as any training that members will need. Search committee chair meets with the Senior Director for Faculty and Institutional Diversity. After a meeting has occurred, OIDEO administrator approves the step, which returns to the department for changes.
5. **Departmental Revisions-** Department administrator (or assistant) makes changes as needed to align with OIDEO guidance. Date changes (to ensure compliance with the 6-week application window) must be made now. Changes to search committee and committee member training *do not* need to be complete at this time (but must be complete when application review begins). Upon approval, the position moves to Associate Dean for final approval.
6. **Associate Dean's Final Approval-** Associate Dean issues Final Approval, which notifies OIDEO that the position can be posted.
7. **OIDEO final approval-** OIDEO's final verification of dates. Approval of this step proceeds to the department to publish the position in IFS.
8. **Department publishes position-** Department administrator (or assistant) receives notification of final approval and can now publish the position. The department will arrange any advertising in external locations.

References for department administrators/assistants

[Adding users to IFS](#): if you're trying to add someone to a search committee, but their info does not appear, you can add them. You must use the CWRU ID form of the email address (eg. abc12@case.edu) in order for single-sign on to work.

Filling out OIDEO form 3b: [This tutorial](#) shows how to use IFS to fill in OIDEO form 3b (during the interview process): The department administrator/assistant can access the EEO information submitted by all applicants. By running a report and downloading to Excel, DAs can complete the form.

[OIDEO Forms and Downloads](#) page

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