The Role of Faculty in Case Development
Faculty Role

*Identify a Need, Select a Study Site, Supervise Case Writing*

- **Identify Need**
  - Send detailed case description to Case Editor
  - Request funding (if needed)

- **Obtain Permission from Company to Start Case**
  - Use Case Library template for required non-disclosure agreement

- **Supervise Case Writing and Teaching Note**
  - Case outline
  - List of interviewees
  - Interview guidelines
  - Supporting documents
  - Case drafts
  - Fact checks
  - Release authorizations
Faculty Role

*Submit Draft, Revise, Get Authorization*

1. **Submit Final Drafts To Case Editor**
2. **Revise Case**
3. **Submit revised case to organization**

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**Case**

- Teaching Note

**Obtain...**
- Case authorization from organization
- Quote releases from individuals not in organization

Sign over copyrights to Harvard
Faculty Role

*Finalize, Teach, Revise (maybe ?)*

1. **Finalize Case and Teaching Note**
   - Submit all authorizations, quote releases, copyright forms, etc.

2. **Teach and Revise(?)**
   - Teach 1 – 2X
   - Revise *(if necessary)*

3. **Submit Revised Case**
   - Case Library staff review and submit to HBS Publishing for listing and distribution