

Guide to End of Search Procedures for Administrators



May 2020

Update application statuses and disposition codes¹

Working first with the selected applicant(s), apply all the relevant statuses, one after another, **stopping before the “Selected” status**. Applicable statuses for the selected applicant(s) are:

1. Long List
2. Interview Round 1 (please clarify in the “Internal Notes” section what this means in the context of your search. For example: video interview, interviewed at conference, or whatever other format the first round may have taken)
3. Short List
4. Interview Round 2 (See note from Interview Round 1)
5. Offer Extended
6. Offer Accepted (or Offer Declined)
7. **STOP HERE** – DO NOT apply “Selected” or “Hired” statuses until consulting with staff in the Dean's Office, who will provide further assistance regarding Page Twenty-Nine of this document.

If an applicant declines an interview or an offer, it is important to also update what’s called the “disposition code” for the applicant. Applicable disposition codes for these instances are:

- Withdrawn – Declined interview
- Withdrawn – Declined offer

Once you’ve added all applicable statuses for the selected applicant(s), move on to the applicants who were interviewed but were not selected. Two steps are required here. First, apply all relevant statuses. Applicable statuses are:

1. Long List
2. Interview Round 1 (please clarify in the “Internal Notes” section what this means in the context of your search. For example: video interview, interviewed at conference, or whatever other format the first round may have taken)
3. Short List
4. Interview Round 2 (See note from Interview Round 1)
5. Not Selected OR Application Withdrawn

Add as many statuses as apply to the individual applicant.

The second step is to update what Interfolio calls a “disposition code” for each applicant. Only one disposition code can be applied per applicant. The disposition codes are:

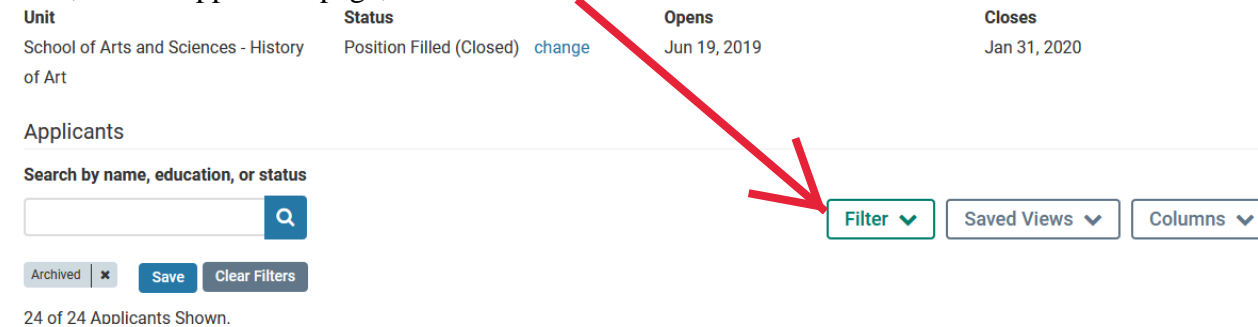
- Does not meet minimum qualification
- Meets minimum qualifications but other applicant(s) are better qualified

¹ Please consult with staff in the Dean’s Office—Janel for non-standing faculty searches; Cathy for standing faculty searches. These actions are to be taken only after receipt of a counter-signed offer letter from the selected applicant(s). In some instances (particularly large searches, for example), it may be appropriate to email a group of non-selected applicants before a final candidate has been selected, but please take no action without consulting Cathy or Janel.

- Unsuccessful reference check
- Application not reviewed

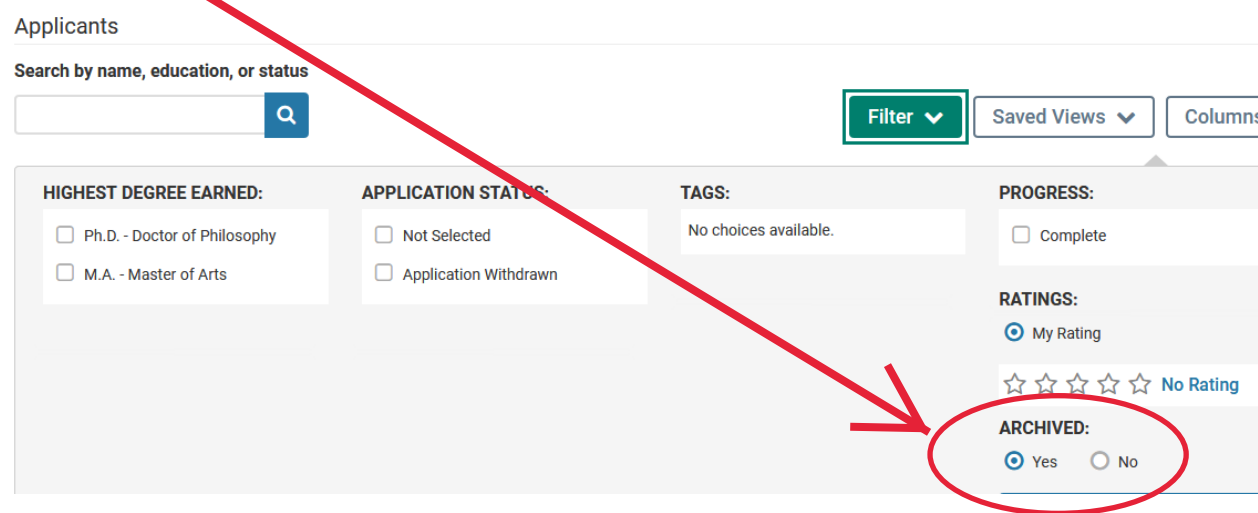
Continue thusly with the rest of the applicants, until you have applied all relevant application statuses and disposition codes to all applicants. As you go, you will notice that applicants begin to “disappear.” Fear not. They can be retrieved by clicking Filter, then selecting Archived, Yes, as illustrated below.

First, on the Applicants page, click FILTER



The screenshot shows the top of the Applicants page. At the top, there are four columns: Unit (School of Arts and Sciences - History of Art), Status (Position Filled (Closed) with a blue 'change' link), Opens (Jun 19, 2019), and Closes (Jan 31, 2020). Below this is a search bar with the text 'Search by name, education, or status' and a magnifying glass icon. To the right of the search bar are three buttons: 'Filter' (highlighted with a red arrow), 'Saved Views', and 'Columns'. Below the search bar are two buttons: 'Archived' (with a close icon) and 'Save'. To the right of these is a 'Clear Filters' button. At the bottom left, it says '24 of 24 Applicants Shown.'

Then click YES under ARCHIVED to retrieve archived applications.



The screenshot shows the filter options on the Applicants page. A red arrow points from the text above to the 'Yes' option under the 'ARCHIVED' filter. The filter options are organized into four columns: 'HIGHEST DEGREE EARNED:' (with checkboxes for Ph.D. - Doctor of Philosophy and M.A. - Master of Arts), 'APPLICATION STATUS:' (with checkboxes for Not Selected and Application Withdrawn), 'TAGS:' (with the text 'No choices available.'), and 'PROGRESS:' (with a checkbox for Complete). Below these are 'RATINGS:' (with a radio button for 'My Rating' and five stars) and 'ARCHIVED:' (with radio buttons for 'Yes' and 'No', where 'Yes' is selected and circled in red).

Emailing applicants

The department and/or search committee chair may decide to email applicants, either at the end of the search or, in some instances, prior to the end of the search, if they are sure that the notification is warranted, won't set off any chain reactions among other applicants, and is worded in a way that does not invite applicants to question why they were rejected, if that is the message being sent.

It is important that the message being sent to the applicant(s) not provide specific reasons why they were not selected, or give non-selected applicants any reason to dispute the any part of the contents of the email or ask follow up questions. Here is an example of a

Dear Candidate,

Thank you for submitting your application to the search for [position] at the University of Pennsylvania.

I am writing to update you on the progress of our search. We received a substantial number of applications, and we have reviewed them all carefully. We are currently proceeding with interviews with other candidates. The search will remain open until the position is filled but we wanted to let you know as soon as possible about the progress of the search out of respect to our candidates and in the interest of fair and transparent process.

With best wishes,

[Search committee chair]

To email one applicant in the system, click on the box next to the applicant's name. The "Email" option will appear on the right-hand side of the screen. Interfolio provides step by step instructions and information from here.

To email a group of applicants, make sure that you select only those applicants for whom the message is intended. You can change the number of applicants that display on a single page. The default is 25, but you can scroll to the bottom of the first page and select other options on the left. To select all applicants who have the same status, click FILTER, then select the appropriate status. Double check by scrolling down the page to see that the status is the one you selected, then email those applicants.

Closing an ad

Do not, under any circumstances, close an ad without consulting with staff in the Dean's Office, who will confirm that the ad can be closed.

Equal Opportunity Compliance Requirements

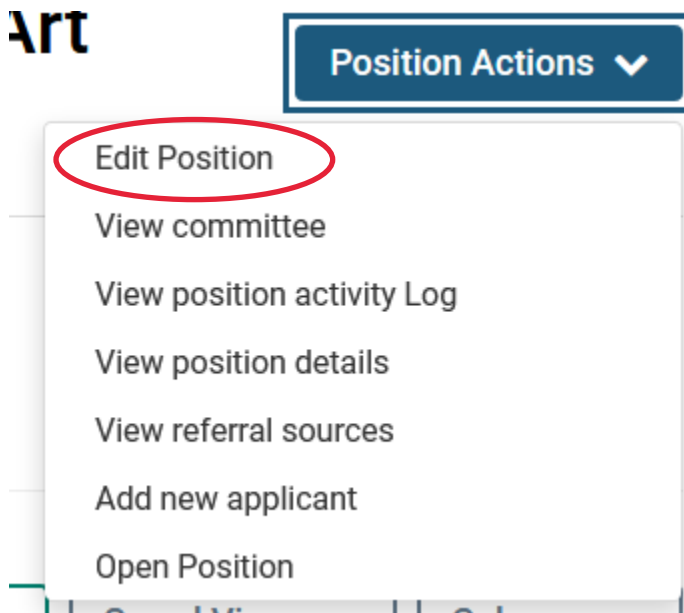
In order to avoid a failed search and ensure compliance with legal requirements, please collect the following information, either from your own records or from the search committee chair and/or the department chair:

- A list of all interviewees, including names, dates interviewed, and method of interview (in person and/or video)
- Facsimiles of all ads posted (this should already be in the Internal Notes from when you opened the search)

- Documentation on other outreach efforts to demonstrate outreach to a broad audience
- A brief document written by the search committee chair or the department chair, containing the following information:
 1. A list of questions asked of all candidates in the interviews. This can be as little as 3-5 broad questions, such as “What is the trajectory of your research?” or “What is your teaching philosophy?”
 2. A short evaluation of the candidates interviewed: something that summarizes the general strengths and weaknesses of each person interviewed, and clearly states why the final candidate was chosen over the others.

As you are collecting this information, please upload it to the position’s Internal Notes page, which can be accessed as follows:

Click on POSITION ACTIONS in the upper right of the main page for the search and select “Edit Position”



Scroll down to Internal Notes and click Edit. You can add text, particularly in the General Notes section, and you can upload documents and spreadsheets.

Once you have collected and added those required materials, please contact staff in the Dean’s Office.

Track	Sub-Track	FS Application Status to Initiate Appointment	Rank
Standing - Tenure Track	Without Tenure	Selected - Appointment Standing Tenure Track Without Tenure Ranks	Lecturer C Assistant Professor Associate Professor without Tenure
	With Tenure	Selected - Appointment Standing Tenure Track With Tenure Ranks	Associate Professor Professor
Standing Clinician Educator	Junior	Selected - Appointment Standing Clinician Educator Junior Ranks	Lecturer C Assistant Professor, Clinician Educator
	Senior	Selected - Appointment Standing Clinician Educator Senior Ranks	Associate Professor, Clinician Educator Professor, Clinician Educator
Associated Faculty	A-C	Selected - Appointment Associated Faculty A-C Ranks	Academic Clinician Assistant Professor Academic Clinician Associate Professor Academic Clinician Professor
	Clinical	Selected - Appointment Associated Faculty Clinical Ranks	Clinical Assistant Professor Clinical Associate Professor Clinical Professor
	Research - Junior	Selected - Appointment Associated Faculty Research - Junior Ranks	Research Assistant Professor
	Research - Senior	Selected - Appointment Associated Faculty Research - Senior Ranks	Research Associate Professor Research Professor
	Teaching	Selected - Appointment Associated Faculty Teaching Ranks	Adjunct Assistant Professor Adjunct Associate Professor Adjunct Professor Artist In Residence Practice Assistant Professor Practice Associate Professor Practice Professor Visiting Assistant Professor Visiting Associate Professor Visiting Executive Professor Visiting Professor Wistar Institute Assistant Professor Wistar Institute Associate Professor Wistar Institute Professor
Academic Support Staff	Research	Selected	Research Associate Senior Fellow
	Teaching	Selected - Appointment Academic Support Staff All Ranks	Advanced Senior Lecturer Senior Lecturer Senior Lecturer, Critical Writing Senior Lecturer, Foreign Language
	N/A – Provost Office Approval Not Required	Selected	Advanced Senior Lecturer B Clinical Associate Instructor Lecturer (A) Lecturer in Educational Practice Lecturer, Critical Writing Lecturer, Foreign Language Lecturer, Law Clinic Lecturer, Nursing Senior Lecturer B

* Welcome to Page 29 of Penn's Interfolio Faculty Recruiting Guide, which attempts to clarify which template to choose in order to move a selected candidate from the Faculty Search side of Interfolio to the Review, Promotion, and Tenure side. Careful selection of the appropriate status is very important, but also quite complicated. To aid in selection, standing faculty appointments are highlighted in green, and non-standing appointments are in yellow. Please check with Cathy or Janel before selecting a template!