

Posting an Ad in Interfolio Faculty Search

a guide for search administrators



August 2019

Introduction

The University has adopted Interfolio Faculty Search to manage aspects of posting faculty jobs, reviewing applications, and selecting candidates. This document is a guide for administrators working in Interfolio Faculty Search. It provides details on configuring and posting an ad in Interfolio and offers guidelines for administering a search.

For assistance in working with Interfolio Faculty Search, please contact Faculty Affairs staff in the SAS Dean's Office.

- Janel Baselice for non-standing faculty searches
 - janelm@sas.upenn.edu, 215-746-6263
- Cathy Von Elm for standing faculty searches
 - cvonelm@sas.upenn.edu, 215-746-6262

Prepare the post

Once a search has been authorized, gather the following information:

1. Draft of the ad text
2. Names of search committee chair and search committee members
3. Names of journals, publications, websites, organizations where the ad will be posted (see attached for a list of recommended outlets for ads and information about discounts for placing ads; also note that reimbursement is provided for the cost of posting ads.)

In the case of standing faculty searches, this information should be sent to the Associate Dean, DSA, and Cathy Von Elm, who will review/revise and approve it. For non-standing faculty ads, items 1 and 2 above can be sent to Janel Baselice. The third item can be added directly into Interfolio once the ad is uploaded and begins the approval process in Interfolio.

Determine how letters of recommendation will be collected:

Letters of recommendation for appointments to tenure (Associate or full Professor) are *not* collected as part of the application process.

For Lecturer and Assistant Professor searches the department/program should determine how letters are collected. This decision will determine how the search is configured in Interfolio and must be made prior to the ad being posted.

The first determination is whether the letters will be collected for all applicants. If yes, the options are to:

1. configure the search in Interfolio to require applicants to request confidential letters prior to submitting their application (see page 6 for details). Or
2. configure the search in Interfolio to collect contact information from all applicants (i.e. make this a required element of the application – see page 9 for details). The search administrator must request each letter separately within the system.

If, on the other hand, a decision has been made to collect letters for an approved list of applicants rather than for all applicants:

1. configure the search to collect contact information from all applicants (i.e. make this a requirement rather than an option – see page 9 for details). Interfolio’s “tagging” feature allows the committee chair and members to identify applicants for whom letters should be collected, and the search administrator must request each letter separately within the system.

The same considerations apply for mixed-rank searches, but are only applicable to applicants for non-tenured appointment. Therefore, the search must be configured to collect contact information from applicants as an option, and letters will be requested by the search administrator from either all applicants or from an approved list of applicants for appointment at the rank of Assistant Professor.

Post the ad

Once the ad has been approved and considerations about letters of recommendation have been addressed, create the ad in Interfolio (see pp. 1-12). Once posted, the ad will appear on Penn’s Faculty Jobs page (<https://facultyjobs.upenn.edu/>) and on Inside Higher Ed and Diverse Issue in Education. Screen shots of these and all other posts of the ad should be captured and saved in Interfolio’s Internal Notes section (see p. 11) as early in the search as possible. See Appendix A for a list outlets for publishing ads provided by the Provost’s Office.

Collect interviewed candidate summaries

In keeping with the University requirement to maintain documentation summarizing the evaluation of interviewed candidates (see Appendix B), toward the end of the search, upload a list of questions asked of all candidates and a short evaluation of candidates interviewed in the Internal Notes section of the search in Interfolio.

A few words of caution

Please *do not* edit an ad once it has been approved and posted. If any revisions need to be made, contact staff in the Dean’s Office. Similarly *do not* close an ad or identify any applicants as selected without written confirmation from the Dean’s Office.

In progress

Documentation on working with applications is in progress. Please proceed with caution and be in touch with staff in the Dean’s Office as your search progresses.

1. Sign on to Interfolio@Penn from the Business tab:
(https://portal.apps.upenn.edu/penn_portal/u@penn.php?tabid=732)

U@Penn Penn home | PennPortal | Webmail | Directories | Penn A-Z

General **Business** Research Libraries Global Resources Log in to U@Penn

SEARCH

Business Administration

- Administrative Systems**
 - Additional Pay Pre-Work Request
 - ATLAS
 - BEN Deposits
 - BEN Financials
 - Budget Planning Application
 - BusinessObjects BI Launchpad (BI4)
 - Interfolio@Penn
 - Mission Continuity
 - Penn+Box
 - Penn People Administration
 - PennWorks
 - Research Reports
 - Salary Increase Modeling
 - Secure Share-Application for secure file exchange available to Penn faculty and staff
 - Space@Penn Web Updater
 - links to other academic, business/financial and research systems...
- Resources**
 - Access Administrators
 - Budget Process Overview
 - Capital Process Overview
 - Commodity Matrix
 - Data Warehouse
 - eForms
 - Penn Employee Solution Center
 - Penn Marketplace
- Training and Support**

Financial Resources

- Office of the VP for Finance and Treasurer
 - Senior Business Officers
 - University Annual Reports
 - Budget Process Overview
- Office of the Comptroller**
 - Accounts Payable
 - Accounting Operations
 - Financial Reporting
 - Payroll
 - Tax and International Operations
- Purchasing**
 - Purchasing Services
 - Forms and Documents
 - Buying Information
 - Authorized Buying Methods
 - Supplier Diversity Program

Policies and Procedures

- Policies and Compliance**
 - University Policies
 - Financial Policy Manual
 - Principles of Responsible Conduct
 - Compliance Reporting (215-P-COMPLY)
- Safety and Preparedness**
 - Emergency Information (PennReady)
 - Environmental Health and Radiation Safety

Student Systems

- Administrative Applications**
 - Athletics Eligibility Enrollment Review
 - Infodesk
 - Penn Loan System
 - Pennant Accounts
 - Pennant Accounts Feeder App
 - Pennant Graduate Funding
 - Pennant Plus
 - Pennant Student Account Summary
- Advising and Teaching**
 - Course Search
 - Advisor InTouch
 - Courses InTouch
- Homepages**
 - Student Financial Services
 - University Registrar

Provost Administrative Resources

- Office of the Provost
- Faculty Handbook
- Faculty Senate
- Interfolio@Penn**
- FIS - Faculty Information System
- Faculty Jobs
- PeopleAdmin for Faculty

2. Click on Positions

U@Penn

Home

Faculty Search

Positions

Administration

Reports

Users & Groups

Welcome back, Benjamin Franklin

Your Action Items

3. Select “New Position”

University of Pennsylvania > **Positions**

New Position

Search for positions

Type	Status	Active or Closed?
All Types	All Statuses	Active

4. Create a record for the position

- Select “Position Type” [insert brief explanation of types as illustrated below].
- Your “Unit” is preselected
- You should always create a new position rather than cloning an existing one.
- Review info then click “Create.”

University of Pennsylvania > Positions > **Create Position**

Please select information about the position you want to create. You cannot make changes to these fields once the position is created.

Type *

Select position type

Search For or Select Unit

School of Arts and Sciences

What kind of position would you like to create?

A new position

Clone from an existing position

Type *

- Select position type
- Academic Support Staff**
- Associated Faculty
- Search Waiver Requests
- Standing Faculty
- Standing Faculty - Clinician-Educator

Examples include:

- Lecturer A
- Senior Lecturer
- Lecturer in Foreign Language

Examples include:

- Research Faculty
- Practice Faculty
- Visiting Faculty

Examples include:

- Assistant Professor
- Associate Professor
- Professor

Do no use without approval from the Dean

Create **Cancel**

Not applicable to SAS.

5. Enter the information about the search.

University of Pennsylvania > Positions > New Position >

Description & Dates

Department/Program/Center, Rank, Subject

Position Title *

Location *

Philadelphia, PA

Position Type

Standing Faculty

Open Date *

Select a date far enough in the future to allow the post to go through all approvals. This can/must be modified if approvals are received prior to date initially entered.

Deadline

Always choose rolling deadline.

Rolling Deadline Specific Date

Position Description *

Ad text is drafted in the department and reviewed by Cathy Von Elm (cvonelm@sas) for standing faculty, and Janel Baselice (janelm@sas) for lecturers. In addition to information about the particular position, ad text generally includes:

- A mention of an expectation of undergraduate and graduate teaching (as applicable)
- A list of materials to be submitted with the application (CV, cover letter, teaching and/or research statements, etc., as applicable)
- Instructions regarding letters of recommendation (see ... documentation).
- DO NOT include an application deadline. A sentence about when review of applications begins and/or the expected start of the position could be included.

Every ad should end with the following paragraph: The (dept/program/center) is strongly committed to Penn's Action Plan for Faculty Diversity and Excellence and to creating a more diverse faculty (for more information see: <http://www.upenn.edu/almanac/volumes/v58/n02/diversityplan.html>). The University of Pennsylvania is an Equal Opportunity Employer. Minorities, women, individuals with disabilities and protected veterans are encouraged to apply.

Qualifications

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, decrease indent, increase indent, link, unlink, insert image, and link icon.

Leave this blank and include all of the information in the position description.

body

Application Instructions

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, decrease indent, increase indent, link, unlink, insert image, and link icon.

Leave this blank and include all of the information in the position description.

body

Equal Employment Opportunity Statement

The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania is an equal opportunity and affirmative action employer. Candidates are considered for employment without regard to race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class. Questions or concerns about this should be directed to the Executive Director of the [Office of Affirmative Action and Equal Opportunity Programs](#), University of Pennsylvania, 421 Franklin Building, 3451 Walnut Street, Philadelphia, PA 19104-6205; or (215) 898-6993 (Voice) or (215) 898-7803 (TDD).

6. Identify the documents the search committee will review.

[University of Pennsylvania](#) > [Positions](#) > [Faculty Search](#) >

Required Documents

Faculty Search

0 Documents Required

Drag and drop the documents in the list below to change the order they will appear in the application requirements.

+ Add Requirement

Additional Applicant Options

- Applicants may add additional documents
You may give applicants the ability to include additional materials with the application. If you don't require this as part of the application, you should select this choice.
- Send a message on application submission.

✓ Save & Continue

Skip Step

Add Document Requirement

Document Type ← See next page for an expanded list.

– Select Type –

Number Required

1

Requirement Note

Save **Cancel**

Below is a list of all documents that can be required before an application can be submitted.

Add Document Requirement

Document Type

- Select Type —
- Select Type —
- Award
- Bibliography
- C.V.
- Confidential Letter of Recommendation or Evaluation
- Contact Reference
- Cover Letter
- Creative Work
- Dissertation Abstract
- Diversity Statement
- Essay
- Image
- International Financial Statements
- Job Market Paper
- List of courses taught
- Multimedia
- Nomination Letter
- Non-confidential Letter of Recommendation or Evaluation
- Other Certification
- Other Document

This option will require all applicants to enter contact info for recommenders, set a "due date" by which confidential letters are to be submitted, and send the requests themselves before they can finalize their applications. It is not necessary for letters to be in-hand prior to application submission, but applicants must complete the steps to request the letters themselves. The letters remain confidential. See ... for more information on letters of recommendation.

This is used when asking applicants to upload a single document with the names and contact info for references to be contacted at a later date by the department. Please consult with Faculty Affairs staff if you are considering this option, as the option to add an "Application Form" (described below on p. ...) may be preferable.

- Peer evaluations
- Personal Statement
- Portfolio
- Presentation
- Proposal
- Publication
- Research Plan
- Research Statement
- Resume
- Student evaluations
- Summative Assessment
- Syllabus
- Teaching Certification
- Teaching Portfolio
- Teaching Statement
- Test Score
- Transcript
- Video
- Webpage
- Writing Sample

In the example below, applicants will be required to submit two syllabi.

Add Document Requirement ✕

Document Type

 ▼

Number Required

 ▼

Requirement Note

✓ Save Cancel

- 7. Skip this step. The School of Arts and Sciences is currently not using this feature. If your search committee is interested in using it, please contact faculty affairs staff in the Dean’s Office.

[University of Pennsylvania](#) > [Positions](#) > [Faculty Search](#) >

Evaluation Settings

0 Criteria

Drag and drop the criteria in the list below to change the order they will appear in the application review process.

Note: at least one criterion must be created in order to rate candidates.

[+ Add Criterion](#)

Blind Review

Evaluators should not see others' comments and ratings

[✓ Save & Continue](#)

[Skip Step](#)

- 8. The University has established two required application forms (i.e. questions to which applicants are required to provide responses or register their declination to respond): the first is "Where did you hear about this position?" The second is a "Request for Voluntary Self-Identification," which will be used to gather data for EOC compliance. Interfolio includes a third form, collecting information on highest degree earned.

To request a custom form to collect additional data to facilitate review of applications, please contact staff in the Dean's Office.

[University of Pennsylvania](#) > [Positions](#) > [Faculty Search](#) >

Application Forms

If your institution has a standard application form, it will appear when you click *Add Form*. Need to create a new form? Forms can be created through the [administration](#) dashboard.

1 Forms Required

Drag and drop the documents in the list below to change the order they will appear in the document delivery packet.

Where did you hear about this position? [Preview](#)

Required x

+ Add Form

Applicants must complete an Equal Employment Opportunity form

Request for Voluntary Self-Identification

Note: EEO responses can be viewed by EEO officers and administrators but not by committee members. EEO forms may be required by institutional or unit administrators.

✓ Save & Continue

Skip Step

Add the Reference Contact Form to require applicants to submit contact info of their references. Using this form assumes that an administrator will subsequently request letters. In Interfolio, this is a multi-step process, and is not recommended if letters are being requested from a high volume of applicants, but would work well if the search committee will be reviewing letters for a subset of applicants.

Add Application Form

Select Form

— Select Form —

— Select Form —

Where did you hear about this position?

Reference Contact Form

Employee Status

9. Click and search to add the search committee members (whom Interfolio calls Evaluators) and the search committee chair (known as the Committee Manager in Interfolio). If a name is not listed, please contact staff in the Dean's Office.

University of Pennsylvania > Positions > [Unit or Department Name] [Rank] in [Subject] >

Search Committee

+ Add Member

+ Add Manager

1 Committee Members

Cathy Von Elm

Committee Manager



✓ Save & Continue

Skip Step

10. Add notes about the search, as noted below.

University of Pennsylvania > Positions > Faculty Search >

Internal Notes

Position ID or Requisition Number

Rank

e.g., Associate Professor, Lecturer

Title

e.g., Visiting, Clinical, Research

Discipline

Position Term Length

Anticipated Start Date

Salary Range or Pay Grade

e.g., \$80,000 - \$100,000; GS-8

Funding Source

e.g., Vice-President's Office; Grant Foundation

Hiring Plan

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, link, unlink, image, and link icon.

body

General Notes

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, link, unlink, image, and link icon.

body

File Attachments

+ Add File

✓ Save & Continue

Skip Step

Use this space to document required information such as:

- Efforts made to share the ad widely, including:
 - Journals, association websites, etc. where the ad will be posted beyond Penn
 - Outreach efforts such as lists of contacts and notes sent to graduate programs, etc.
- Questions to be asked of interviewees and search committee documentation notes.

Upload copies of job ads as they appear in posts outside Penn, as well as the required documentation of the search (see Appendix B, p. 15)

11. Review the ad, then click submit to send it to 1) the department chair, whose approval will send it to the Diversity Search Advisor, then to staff in the Dean's Office, and the Associate Dean for review and approval. When you click Submit for Approval, you will be prompted to send a custom email in the system. If you unselect that option, a system generated email will go to the next reviewer.

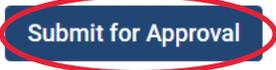
Minor edits (such as a typo) may be corrected by the reviewer, but substantive edits will be returned to the search administrator to revise and resubmit.

University of Pennsylvania > Positions > [Unit or Department Name] [Rank] in [Subject] >

Review Position

 This position is in the process of being created and will need to be approved before it is open to receive applications.

Step 2.

 Submit for Approval

Position Information

Description & Dates

 Edit

Step 1.

Review your work by clicking "Edit"

Position Title

[Unit or Department Name] [Rank] in [Subject]

Location

Philadelphia, PA

Position Type

Standing Faculty

Open Date

Jun 20, 2019

Close Date

—

Position Description

[Insert ad text here]

Qualifications

—

Application Instructions

Applicants should submit materials online at: <http://apply.interfolio.com/#####>

Equal Employment Opportunity Statement

The University of Pennsylvania values diversity and seeks talented students, faculty and staff fr

Step 3. (not pictured) email the department chair within Interfolio to notify him/her of the need to review/ approve the post. The ad will be routed to the chair, then to the DSA, Faculty Affairs staff, and the Dean, in that order, for approval.

12. Once the ad is approved, you will see a page that looks like this when you log on. In order for the post to be published to the Penn Faculty Jobs page (<https://facultyjobs.upenn.edu/>) and for the Interfolio "Apply Now" page to be published, please complete the following steps:

1. Change the "Position Status" to Reviewing Applications. Applicants will not see this status.

Political Science Assistant Professor in Conflict Studies

Unit: Political Science

Status: n/a **change**

Opens: Jul 3, 2019

Applicants: Search by name, education, or status

Applicant Name | Date Updated | Applicant Status

No results returned by the selected filters.

2. Change the date the position opens. It is necessary for this date to be current or in the past. It should not be more than a day or two before the date the ad is published.

3. Select "Edit Position" to take the last few steps to making the ad public.

Unit: Political Science

Status: n/a change

Opens: Jul 3, 2019

Position Actions

- Edit Position
- View committee
- View position activity Log
- View position details
- View referral sources
- Add new applicant
- Close position
- Delete position

Applicant Name | Date Updated | Applicant Status | Tags | My Overall Rating

No results returned by the selected filters.

Please note: Interfolio has made it possible to edit an ad at any time, by any person who has permission to submit or approve that particular ad. Once an ad is posted, please *never* modify it without consulting with staff in the Dean's Office. It could prove fatal to your search.

Review Position

THIS POSITION IS:

Open to new applicants

It opened on **Jun 19, 2019**. [change](#) [clear](#)

It is **not scheduled** to close. [change](#) [clear](#)

"Apply Now" page is **published**. [view](#) [change](#)

<http://apply.interfolio.com/64263>

POSITION STATUS:

Accepting Applications

With this status active:

- Applicants **can** view this status.
 - Applicants **can** update their application materials.
 - Evaluators **cannot** review applications to this position.
- [change](#)

Make sure that this date is in the past and that there is no close date.

Click to change this to **published** or no one will see it.

Change this to "Reviewing Applications" as displayed here.

Insert this link into the ad text immediately, and include in all outside posts.

Position Status

Reviewing Applications

[change](#)

- Applicants can view this status when it is active.
- Applicants can update their application materials while this status is active
- Evaluators can review applications while this status is active.

Save

Cancel

Appendix A: Memo from the Vice Provost for Faculty, dated 6/22/2016

As you plan your searches for faculty appointments, you should consider using the following resources for publicizing available openings at Penn. For some time now, the University has purchased access to unlimited postings on the following sites on behalf of Penn departments and Schools:

Pennsylvania-New Jersey-Delaware Higher Education Recruitment Consortium ("HERC"), Inside Higher Ed ("IHE"), and Diverse Issues in Higher Education will run as an automatic export. Be sure to check the appropriate boxes on your job posting to add them to HERC and IHE.

The Hispanic Outlook in Higher Education: Job postings can be emailed to Sergio Lugo at sergio.lugo@hispanicoutlook.com, in Microsoft Word format. Please mention the Penn package when placing your ad.

The Journal of Blacks in Higher Education and/or Women in Academia: Job postings can be emailed to Conor McDonough in Word format at ads@jbhe.com. Please mention the Penn package when placing your ad.

Association of Women in Science: Jobs may be posted for on their website (awis.associationcareernetwork.com) through the Penn account. You must choose CREDITS as the form of payment to avoid being charged for the transaction. Login: provost-fac@upenn.edu and password: STEM

Please note that for all of these resources, the Penn account will only cover posting the ad for the "standard" length of time, which varies from site to site. Departments may purchase a longer ad posting, or a re-posting, at their own expense. [SAS will reimburse this expense to the department]

In addition to these resources, jobs can be advertised through the Ford Foundation Fellowship office by sending position announcements to Yvette Huet at ymhuet@uncc.edu. (There is no charge for this posting.) Information about the Ford Foundation Fellowships program is available at: sites.nationalacademies.org/PGA/FordFellowships/index.htm

Finally, we recommend this resource list available on the HERC website, including many discipline-specific organizations:

http://www.hercjobs.org/jobseeker_tools/diversity_resources/

We hope that these resources will make it easier to broaden candidate pools, and to attract the most excellent and diverse faculty possible.

From: [SAS Dean's Office](#)
To: sas-chairs@groups.sas.upenn.edu
Cc: [Kallberg, Jeffrey](#); [Hannum, Emily](#); [Brainard, David H](#); [Von Elm, Cathy](#); [Janel Baselice](#); [Fey, Kathleen M.](#)
Bcc: [Rose, Allison](#); [Fluharty, Steven J](#)
Subject: Interviewed Candidate Summary for Faculty EOC Submission
Date: Tuesday, April 9, 2019 4:00:00 PM

To: SAS Department Chairs

From: Steven J. Fluharty

I have spoken twice at our department chair meetings this year about Penn's reconciliation agreement with the Department of Labor that, among other requirements, asks that a document summarizing the evaluation of interviewed candidates be submitted as part of the EOC information and kept on record for a period of three years. This requirement applies to all hiring of standing and non-standing faculty where there was an open search.

This document may be written by the search committee chair or the department chair. It does not need to be lengthy or highly detailed, but it must include 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.

If you have an open search and have not yet submitted your EOC information online, you must upload this document in the Attachments section in order for the Dean's office to process it. If you have already submitted the EOC information for a search this year, you are still required to submit this document to Cathy Von Elm (for standing faculty) or Janel Baselice (for non-standing faculty) in order for the search materials to be considered complete.

Please let us know if you have any questions about this requirement. Thank you for your cooperation.