



Faculty Search Reporting Process (FSRP)

Quick Reference Guide, Fall 2023

Sponsored by Office of the Provost

in collaboration with the Office of Faculty Administrative Services

Agenda

- Faculty Search Reporting Process (FSRP) Overview
- Interfolio Integration
- FSRP Log-in Information
- Navigation and Functionality
 - Academic Searches
 - Applicants
 - Upload Job Ad
 - Search Committee Members
 - Approval Requests
 - Link to PBI reports – eeo aggregate data
 - The top FSRP navigation menu tabs
- Summary and review of checklist- at a glance

FSRP is an online tool that allows for:

- Final approval of a shortlist of candidates from a search
- Better record-keeping for possible audits and reporting related to the academic hiring journey at Yale
- It replaces the current FSQ process.

Benefits of FSRP:

- Simplifies the approval process and reduces the last-minute rush for approval.
- Reduces manual efforts by automatically integrating data from Interfolio.
 - Candidate demographics
- Improves data quality, resulting in more accurate reporting for:
 - Academic search status
 - Applicant status
 - Search outcomes

Information from Interfolio is directly imported into FSRP for most fields. Therefore, **an important factor in maximizing FSRP capabilities is ensuring proper data input in Interfolio.**

Best practice is to verify the following:

Search Information

- School, Division/Department, Department/Section
- Dates the search was created/opened, as well as the date it was closed
- Hiring plan
- Position description/qualifications

Applicant Information

- Applicant Status
- Disposition code (the status of all applicants must be properly identified in Interfolio to facilitate the approval process)
- CV
- Confidential Letters of Recommendation or Evaluations (when needed)

Committee Member Names

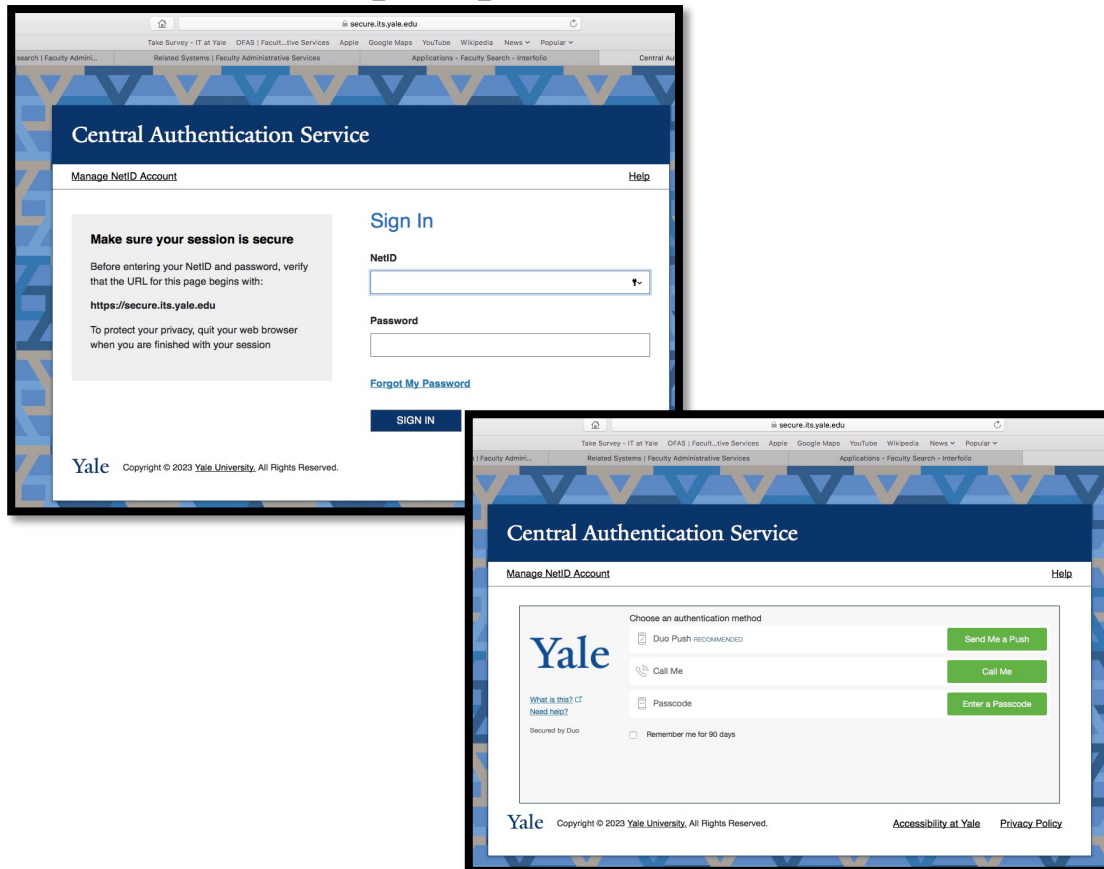
- Identified in FSRP

It will take up to one hour for information from Interfolio to appear in FSRP.

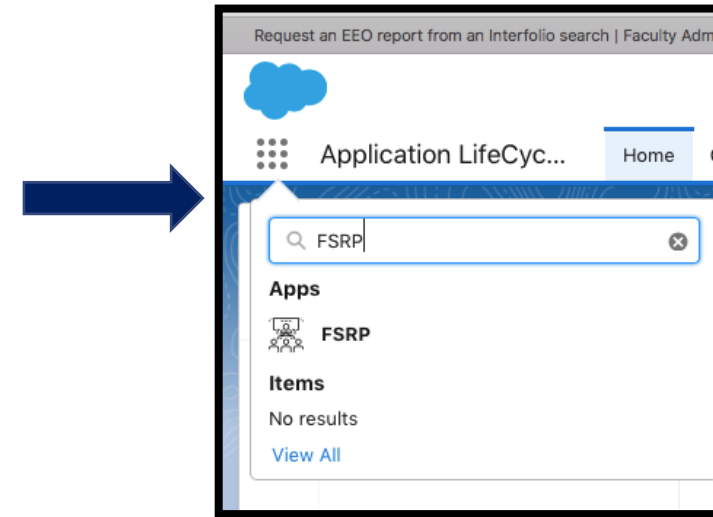
Updates must be made in Interfolio as FSRP information does not import to Interfolio and as a reminder Interfolio is the source system.

Interfolio and FSRP instructions available on the OFAS website, facultyadmin.yale.edu.

1. Open your browser and go to <https://yale-hr.lightning.force.com/>
2. Follow the prompt via the CAS and Duo authentication prompts.



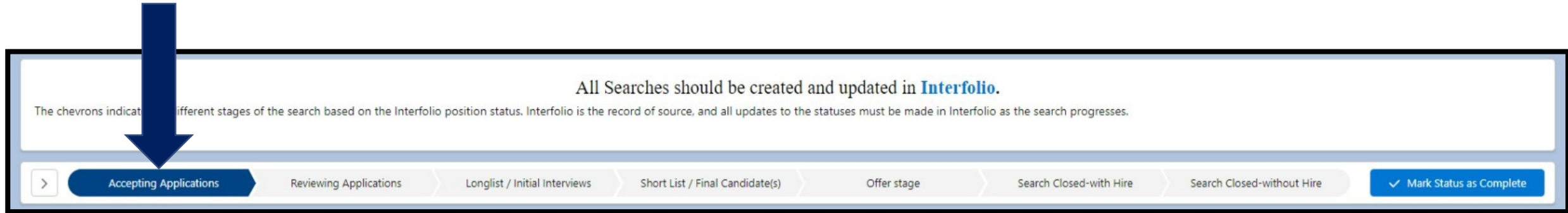
3. Click on the upper left waffle (9-dots) and search for FSRP.



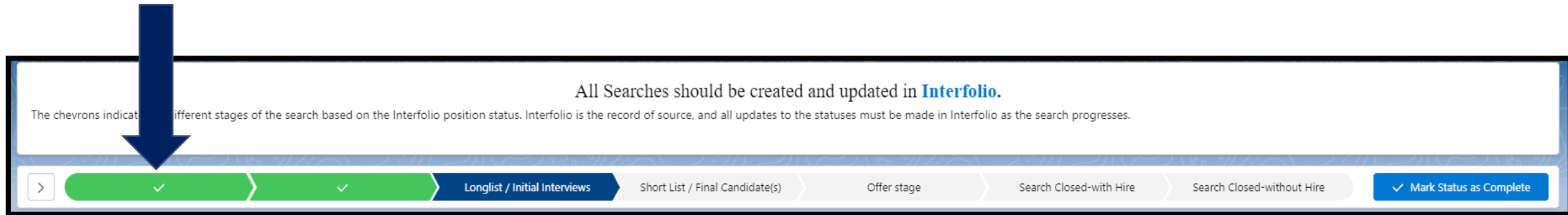
Note: Your results will be filtered as Recently Viewed. You may need to select view All to see FSRPS records for the first time.

Accessing/Editing Academic Searches within FSRP

The highlighted chevrons at the top of each screen is managed within Interfolio – source system. They indicate the stage of the search or applicant.



As phases are completed and updated in Interfolio, they will appear highlighted in green on the status bar.



The “Mark Status as Complete” button should not be used in FSRP; the chevrons are managed within Interfolio – the source system.



Academic Searches (1 of 8)

When you click on “Academic Searches,” tab you will view “Recently Viewed” positions by default.

Data will display for your filtered results, including the FSRPS and Interfolio Search Numbers, Position Name, School, Division/Department, Department/Section, and Status.

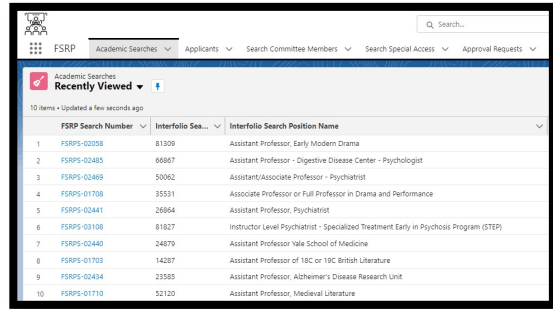
FSRP Search Number	Interfolio Sea...	Interfolio Search Position Name	School	Division/Department	Department/S...	Status
FSRPS-02058	81309	Assistant Professor, Early Modern Drama	Faculty of Arts and Sciences	Division of Humanities	English	Longlist / Initial Interviews
2 FSRPS-02485	66867	Assistant Professor - Digestive Disease Center - Psychologist	School of Medicine	Psychiatry		Interviewing Finalists
3 FSRPS-02469	50062	Assistant/Associate Professor - Psychiatrist	School of Medicine	Psychiatry		Short List / Final Candidate(s)
4 FSRPS-01708	35531	Associate Professor or Full Professor in Drama and Performance	Faculty of Arts and Sciences	Division of Humanities	English	Interviewing Finalists
5 FSRPS-02441	26864	Assistant Professor, Psychiatrist	School of Medicine	Psychiatry		Final Candidates Identified
6 FSRPS-03108	81827	Instructor Level Psychiatrist - Specialized Treatment Early in Psychosis Program (STEP)	School of Medicine	Psychiatry		Accepting Applications
7 FSRPS-02440	24879	Assistant Professor Yale School of Medicine	School of Medicine	Psychiatry		Accepting Applications
8 FSRPS-01703	14287	Assistant Professor of 18C or 19C British Literature	Faculty of Arts and Sciences	Division of Humanities	English	Position Closed
9 FSRPS-02434	23585	Assistant Professor, Alzheimer's Disease Research Unit	School of Medicine	Psychiatry		Position Closed

You can change the filter to view Active, All, or Archived searches. Use the pushpin to set your default option.

FSRP Search Number	Interfolio Sea...	Interfolio Search Position Name
1 FSRPS-02441	26864	Assistant Professor, Psychiatrist
2 FSRPS-03108	81827	Instructor Level Psychiatrist - Specialized Treatment Early
3 FSRPS-02440	24879	Assistant Professor Yale School of Medicine
4 FSRPS-01703	14287	Assistant Professor of 18C or 19C British Literature
5 FSRPS-02434	23585	Assistant Professor, Alzheimer's Disease Research Unit
6 FSRPS-01710	52120	Assistant Professor, Medieval Literature

Use the arrow next to the menu item to view records and lists you've accessed recently.

FSRP Search Number	Interfolio Sea...
1 FSRPS-02058	Assistant Profe
2 FSRPS-02485	Assistant Profe
3 FSRPS-02469	Assistant/Assoc
4 FSRPS-01708	Associate Profe
5 FSRPS-02441	Assistant Profe
6 FSRPS-03108	Instructor Leve
7 FSRPS-02440	Assistant Profe
8 FSRPS-01703	Assistant Profe
9 FSRPS-02434	Assistant Profe
10 FSRPS-01710	Assistant Profe



FSRP Search Number	Interfolio Search Position Name
1 FSRPS-02055	Assistant Professor, Early Modern Drama
2 FSRPS-02485	Assistant Professor - Digestive Disease Center - Psychologist
3 FSRPS-02489	Assistant/Associate Professor - Psychiatrist
4 FSRPS-01708	Associate Professor or Full Professor in Drama and Performance
5 FSRPS-02441	Assistant Professor, Psychiatrist
6 FSRPS-03106	Instructor Level Psychiatrist - Specialized Treatment Early in Psychosis Program (STEP)
7 FSRPS-02440	Assistant Professor Yale School of Medicine
8 FSRPS-01703	Assistant Professor of 18C or 19C British Literature
9 FSRPS-02454	Assistant Professor, Alzheimer's Disease Research Unit
10 FSRPS-01710	Assistant Professor, Medieval Literature

Once a Search is chosen from the Academic Search list, the record will appear. The left side of the screen shows the Academic Search details.

All Searches should be created and updated in Interfolio. Please use the Interfolio Search Link in p
 The chevrons indicate the different stages of the search based on the Interfolio position status. Interfolio is the record of source, and all updates to the status

Reviewing Applications Longlist / Initial Interviews Short List / Final Candidat...

Academic Search
Assistant/Associate Professor, Judaism of 1

Interfolio Search Position ID 102359 FSRP Search Number FSRPS-01346

Name of Search; Interfolio and FSRP Search Numbers.

Search Details

School	Faculty of Arts and Sciences	Requisition/RFP #(s)	FAS Search ID 1294
Division/Department	Division of Humanities	Department Chair	Search Contacts...
Department/Section	Judaic Studies	* Approval Process	FAS
Unit	Search Accounts...	* Contact Person	Search People... Complete this field.
Interfolio Search Link	Interfolio Search Position ID This field is calculated upon save	Contact Email	This field is calculated upon save
Interfolio Search Created Date	9/2/2022		
Interfolio Search Open Date	9/7/2022		
Interfolio Search Close Date	9/7/2023		
Archived in Interfolio?	<input type="checkbox"/>		

Enter the name of your Department chair (Dean, if a professional school); select the Approval Process and enter your name, the person filling out the form.


[Edit](#) [Submit for Approval](#)



Another way to make edits to the details is to click the pencil icons within the interface.

Once the pencil icons are clicked, editable fields will appear in the relevant sections.

Search Details Section




 Academic Search

Assistant Professor, Early Modern Drama

Interfolio Search Position ID
81309

FSRP Search Number
FSRPS-02058

▼ Search Details

School	Faculty of Arts and Sciences	Requisition/RFP #(s)	<input type="text"/>
Division/Department	Division of Humanities	Department Chair	<input type="text" value="Search Contacts..."/> 
Department/Section	English	* Approval Process	<input type="text" value="FAS"/> ▼
Unit		* Contact Person	 Grace Jones 
Interfolio Search Created Date	9/2/2021	Contact Email	grace.jones@yale.edu <i>This field is calculated upon save</i>
Interfolio Search Open Date	9/2/2021		
Interfolio Search Close Date	9/2/2022		
Archived in Interfolio?	<input type="checkbox"/>		

Additional Search Details Section

Additional Search Details

Center, Program, or Institute? ☒

Is this a fully Joint appointment? ☐

Appointing Department Coordinator

Appointing Department Coordinator E-mail

How many positions approved for search?

Non-Standard Search (Choose one/many)

Available

- Economics position
- Mathematics position
- Pre-approved Other
- Search Waiver - Coterminous appointment

Chosen

Justification for Non-Standard Search

Salesforce Sans 12 **B** **I** U

As items are completed, they turn yellow.

Some items include an editor function to input text. In this case, you can add justification for a non-standard search.

Recruitment Efforts – Completing this section is mandatory for the approval process.

The recruitment efforts below must be completed prior to submitting for approval.

▼ Recruitment Efforts

Hiring Plan imported from Interfolio

Diversity Efforts

What efforts were taken to expand the candidate pool in the interests of diversity? List or include any special efforts made to attract women and members of under-represented minority group.
This field is calculated upon save

Diversity Efforts Explanation

Salesforce Sans 12 [Color Picker] [B] [I] [U] [Link] [List] [Table] [Image] [More]

[Text Editor]

The Hiring Plan will be imported from Interfolio. (If used by your School.)

Enter the Diversity Efforts Explanation - required by the Office of the Provost .

The Approvals section will show dates if the short list stage has completed the approval process.

▼ Approvals	
Review Shortlist/Final Candidates Date	
Dean 2 Shortlist/Final Candidates Date	12/15/2022
Provost Shortlist/Final Candidates Date	1/12/2023

The Position Description/Qualifications section is imported from Interfolio.

▼ Position Description/Qualifications

Position Description

The Yale University Department of English seeks to appoint two outstanding scholars at the rank of assistant professor specializing in early modern literature. We welcome applicants at all early career stages, from ABD to advanced assistant professor.

We are primarily seeking scholars specializing in drama. Desirable research interests include (though are not confined to) the following areas: race and colonialism; performance studies; book and material history; ecocriticism and environmental studies; global early modernity; and gender and sexuality studies.

Early modernists at Yale are members not only of their appointing departments, but also of the PhD-granting Program in Renaissance Studies, which brings together scholars from across the humanistic disciplines. Other opportunities for interdisciplinary collaboration can be found in the program in Theater and Performance Studies and in Directed Studies, a first-year introduction to major texts in Western and Near Eastern cultures. Research in early modern subjects is well-supported by university collections, including the Yale University Art Gallery, the Yale Center for British Art, and the especially rich holdings of the Beinecke Rare Book and Manuscript Library.

Position Qualifications

Candidates should demonstrate an exceptional capacity for original scholarship, a strong commitment to energetic and innovative teaching, and a willingness to work collaboratively to help promote research in early modern studies within and beyond Yale. The Ph.D. or equivalent degree is required by the time of appointment, which we anticipate will be July 2022.

i

Cancel

Save

If you've made any edits within the Academic Searches screens, be sure to save them.

Applicants

To view and edit Applicant information, use the right side of the screen. Click on Applicants or View All

The screenshot displays the FSRP Academic Searches interface. At the top, there's a navigation bar with 'FSRP' and 'Academic Searches' tabs. A search bar is present. Below the navigation bar, a message states: 'All Searches should be created and updated in [Interfolio](#). The chevrons indicate the different stages of the search based on the Interfolio position status. Interfolio is the record of source, and all updates to the statuses must be made in Interfolio as the search progresses.'

A progress bar shows the stages of the search: 'Longlist / Initial Interviews' (active), 'Short List / Final Candidate(s)', 'Offer stage', 'Search Closed-with Hire', and 'Search Closed-without Hire'. A 'Mark Status as Complete' button is on the right.

The main section is titled 'Academic Search Assistant Professor, Early Modern Drama'. It includes fields for 'Interfolio Search Position ID' (81309) and 'FSRP Search Number' (FSRPS-02058). Below this, there's a 'Search Details' section with a table of search information.

On the right side, there's a section titled 'Applicants (3+)'. It lists three applicants with their IDs, first names, last names, and applicant statuses. A 'View All' link is circled in blue at the bottom of this section.

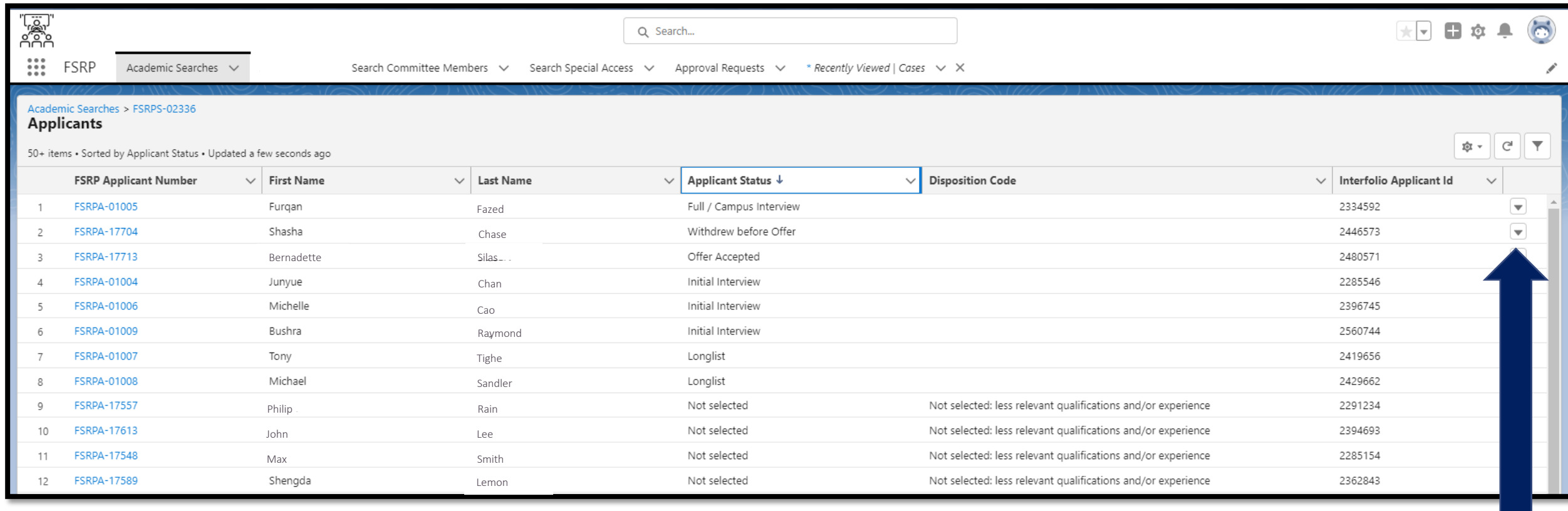
Search Details			
School	Faculty of Arts and Sciences		
Division/Department	Division of Humanities		
Department/Section	English		
Unit			
Interfolio Search Created Date	9/2/2021	Requisition/RFP #(s)	
Interfolio Search Open Date	9/2/2021	Department Chair	
Interfolio Search Close Date	9/2/2022	Approval Process	FAS Division of Humanities
Archived in Interfolio?	<input type="checkbox"/>	Contact Person	Grace Jones
		Contact Email	grace.jones@yale.edu

Applicants (3+)	
FSRPA-01664	Philip
First Name:	
Last Name:	
Applicant Status:	Final Candidate(s)/Shortlist
FSRPA-01658	John
First Name:	
Last Name:	
Applicant Status:	Longlist
FSRPA-01665	Max
First Name:	
Last Name:	
Applicant Status:	Longlist

[View All](#)

The View All Applicants list shows everyone that has applied to the Interfolio search. Column titles include:

- FSRPA-##### Applicant Number
- First and Last Name (imported from Interfolio)
- Applicant Status (imported from Interfolio)
- Applicant Status and Disposition Code (imported from Interfolio) – *Apply statuses and codes to keep Yale in compliance with the Department of Labor, OFCCP regulations.*
- Interfolio Applicant ID (imported from Interfolio)



Academic Searches > FSRPS-02336

Applicants

50+ items • Sorted by Applicant Status • Updated a few seconds ago

	FSRP Applicant Number	First Name	Last Name	Applicant Status ↓	Disposition Code	Interfolio Applicant Id	
1	FSRPA-01005	Furqan	Fazed	Full / Campus Interview		2334592	⌵
2	FSRPA-17704	Shasha	Chase	Withdrew before Offer		2446573	⌵
3	FSRPA-17713	Bernadette	Silas...	Offer Accepted		2480571	⌵
4	FSRPA-01004	Junyue	Chan	Initial Interview		2285546	
5	FSRPA-01006	Michelle	Cao	Initial Interview		2396745	
6	FSRPA-01009	Bushra	Raymond	Initial Interview		2560744	
7	FSRPA-01007	Tony	Tighe	Longlist		2419656	
8	FSRPA-01008	Michael	Sandler	Longlist		2429662	
9	FSRPA-17557	Philip	Rain	Not selected	Not selected: less relevant qualifications and/or experience	2291234	
10	FSRPA-17613	John	Lee	Not selected	Not selected: less relevant qualifications and/or experience	2394693	
11	FSRPA-17548	Max	Smith	Not selected	Not selected: less relevant qualifications and/or experience	2285154	
12	FSRPA-17589	Shengda	Lemon	Not selected	Not selected: less relevant qualifications and/or experience	2362843	

Click the arrow to edit an applicant's record.

Edit FSRPA-01238

Applicant Details

First Name
Henry

Last Name

Academic Unit/Department
Germanic Languages & Literatures
This field is calculated upon save

FSRP Applicant Number
FSRPA-01238

Interfolio Applicant Id
3222930

Record Type
Active

Disposition Code
--None--

FSRP Position
FSRPS-00013

Fully Joint Unit
This field is calculated upon save

Candidate Details

Instructions:
This section only needs to be completed for the short list of final candidates. Each candidate should have a full curriculum vitae (CV) and three letters of recommendation, even if the final candidate withdrew from consideration. To attach these documents please go to Interfolio. For positions reviewed by a FAS Tenure and Appointments Committee (TAC) or a professional school Standing Appointments and Advisory Committee (SAAC), include all evaluation letters that were submitted.
This field is calculated upon save

Track
--None--
[View all dependencies](#)

Appointment Rank
--None--
[View all dependencies](#)

Tenured appointment or YSM continuing?
☐

Proposed Appointment Start Date

YSM RFP #

Term years
--None--

Term months
--None--

Coterminous appointment?
☐

Coterminous
--None--

Primary Work Location
Search Accounts...

Approvals

Term months
--None--

Cancel Save

For each shortlisted of candidate, those with the applicant status “Full / Campus Interview”, you must answer the following fields on this form:

Track, Appointment Rank, check the box if Tenured appointment or YSM continuing?, enter the proposed start date, and for *School of Medicine only* enter the YSM RFP#

All other fields are optional but helpful

Note: A CV and when needed, three letters of recommendation must be uploaded in Interfolio by this stage. The system will bring the files in automatically.

Applicants > FSRPA-01577

Files

4 items • Sorted by Last Modified • Updated a few seconds ago

	Title	Owner	Last Modified	Size	
1	Recommendation from	System Administrator	3/8/2022 2:21 PM	91KB	
2	Recommendation from	System Administrator	3/8/2022 2:21 PM	150KB	
3	Letter of Recommendation	System Administrator	3/8/2022 2:21 PM	88KB	
4	Bay CV	System Administrator	3/8/2022 2:21 PM	93KB	

Click to save updates.

Tip: use the browser's back arrow on this page to take you back to the applicant list.

The screenshot shows a web browser window with the URL https://yale-hr.lightning.force.com/lightning/r/FSRP_Applicant__c/a3B3o000070b4mEAA/view. The browser's back arrow is circled in blue. The page displays the applicant's details for Heather, FSRP Position FSRPS-01635, and a list of files. A blue arrow points from the 'Files (3+)' section to a pop-up window showing a list of files.

All applicant files must be uploaded in [Interfolio](#). Do not upload any files here.

Not Selected **Longlist** Initial Interview Full / Campus Int... Offer Extended Hired Offer Declined With before ...

Applicant **Heather**

FSRP Position **FSRPS-01635** Position Name 2022-2023 Assistant/Associate/Full Professor,

Applicant Details

First Name	Heather	Record Type	Active
Last Name		Disposition Code	
Academic Unit/Department	Wu Tsai Institute	FSRP Position	FSRPS-01635
FSRP Applicant Number	FSRPA-64515	Fully Joint Unit	Psychology
Interfolio Applicant	3906890		

Files (3+)

- Recommendation from Dr May 15, 2023 • 100KB • pdf
- Recommendation from May 15, 2023 • 169KB • pdf
- Recommendation from May 15, 2023 • 227KB • pdf

[View All](#)

Applicants > FSRPA-01577

Files

4 items • Sorted by Last Modified • Updated a few seconds ago

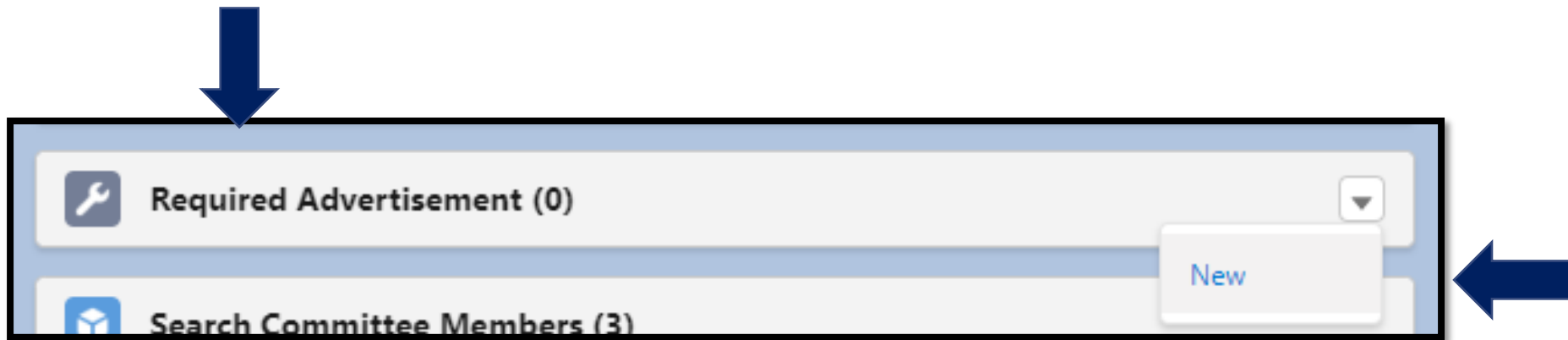
Title	Owner	Last Modified	Size
1 Recommendation from	System Administrator	3/8/2022 2:21 PM	91KB
2 Recommendation from	System Administrator	3/8/2022 2:21 PM	150KB
3 Letter of Recommendation	System Administrator	3/8/2022 2:21 PM	88KB
4	System Administrator	3/8/2022 2:21 PM	93KB

The required files such as the C.V. are pulled in from Interfolio. To view, follow the same process of clicking on Files or View All.

Upload Job Ad

Providing proof that a job ad has been posted is required.

Upload the Ad invoice via the “Required Advertisement” section of the search record.



Click “New” to get started.

New Required Advertisement

Advertisement Requirements

FSRP PositionFSRPS-01635

Advertisement Id

Advertisement Start Date

Advertisement End Date

Additional Comments

Advertisement Details

Advertisement warning

Salesforce Sans12

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U

You must attach a copy of the advertisement.
1) Click Save to save this entry. Upon clicking Save, you will be returned to the Search page.
2) Re-open this Ad by clicking on the ID Number: E.g. FSRPAd-00001
3) In the Files window, click Upload Files.
This field is calculated upon save

Cancel

Save & New

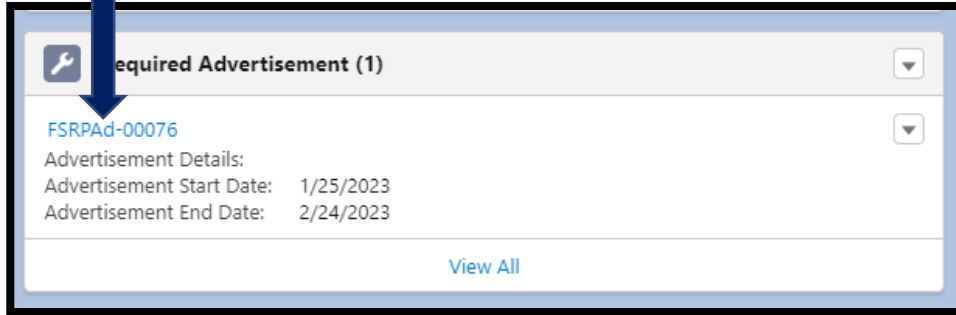
Save

1. Enter Advertisement's beginning and end dates, -and any other details or comments.

Follow the directions on the screen.

2. Hit save.

Click on the ad number, FSRPAd-# to upload.



Required Advertisement (1)

[FSRPAd-00076](#)

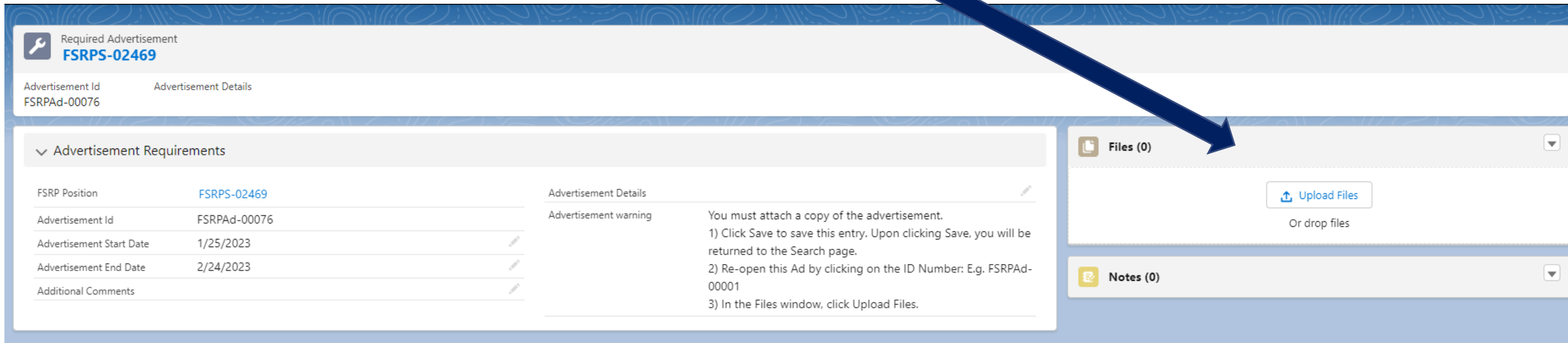
Advertisement Details:

Advertisement Start Date: 1/25/2023

Advertisement End Date: 2/24/2023

[View All](#)

3. Click “Upload Files” to add the copy of the invoice to the FSRPAd-##### number.



Required Advertisement

FSRPS-02469

Advertisement Id: FSRPAd-00076

Advertisement Details

Advertisement Requirements

FSRP Position	FSRPS-02469
Advertisement Id	FSRPAd-00076
Advertisement Start Date	1/25/2023
Advertisement End Date	2/24/2023
Additional Comments	

Advertisement Details

Advertisement warning

You must attach a copy of the advertisement.

1) Click Save to save this entry. Upon clicking Save, you will be returned to the Search page.

2) Re-open this Ad by clicking on the ID Number: E.g. FSRPAd-00001

3) In the Files window, click Upload Files.

Files (0)

[Upload Files](#)

Or drop files

Notes (0)

Search Committee Members

Click on Search Committee Members or View all to see the list.

Click [here](#) for Power BI.

▼ Recruitment Efforts *Must be filled prior to approval process*

Hiring Plan imported from Interfolio

Diversity Efforts

What efforts were taken to expand the candidate pool in the interests of diversity? List or include any special efforts made to attract women and members of under-represented minority group.

Diversity Efforts Explanation

The search committee made substantial effort to reach out to colleagues nationally with the intent on soliciting TESTING

Absence of Diverse Candidate(s)

If your proposed candidate(s) do not include women or under-represented minorities, please provide specific reasons for their absence.

Absence of Diverse Candidate Explanation

Testing

Search Committee Members (3+)

FSRPSc-0406

Committee Member Na... Neil Baker

Attended Workshop: ☒

Committee Role:

FSRPSc-0772

Committee Member Na... Carol Hendrickson

Attended Workshop: ☐

Committee Role:

FSRPSc-0953

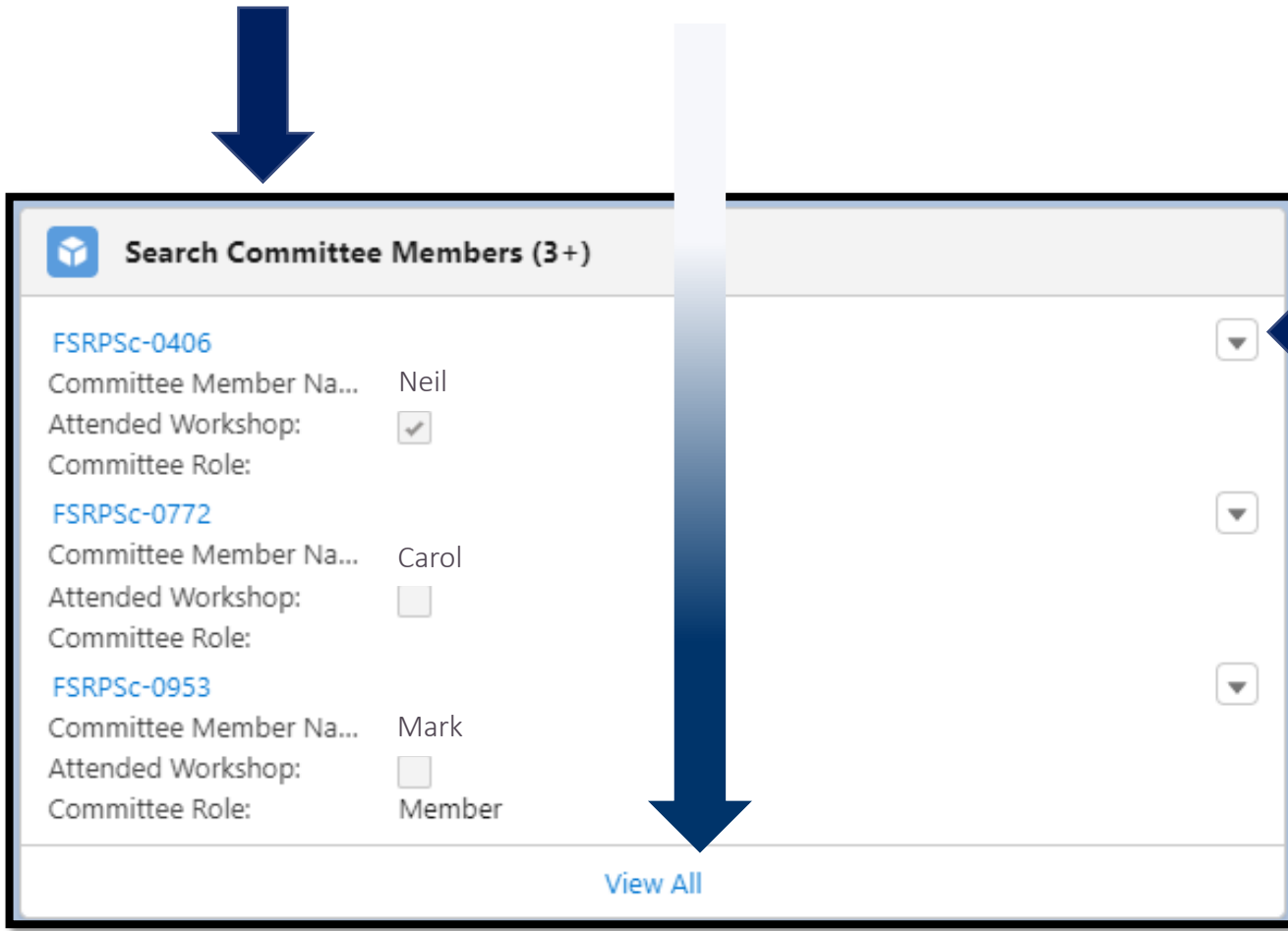
Committee Member Na... Mark Lee

Attended Workshop: ☐

Committee Role: Member

[View All](#)

Search Committee Members information can be managed/edited within the record.



The screenshot shows a web interface for managing Search Committee Members. A large blue arrow points down to the top of the interface. A vertical blue arrow points down the center of the interface. A blue arrow points to the right, towards the edit icons on the right side of the member list.

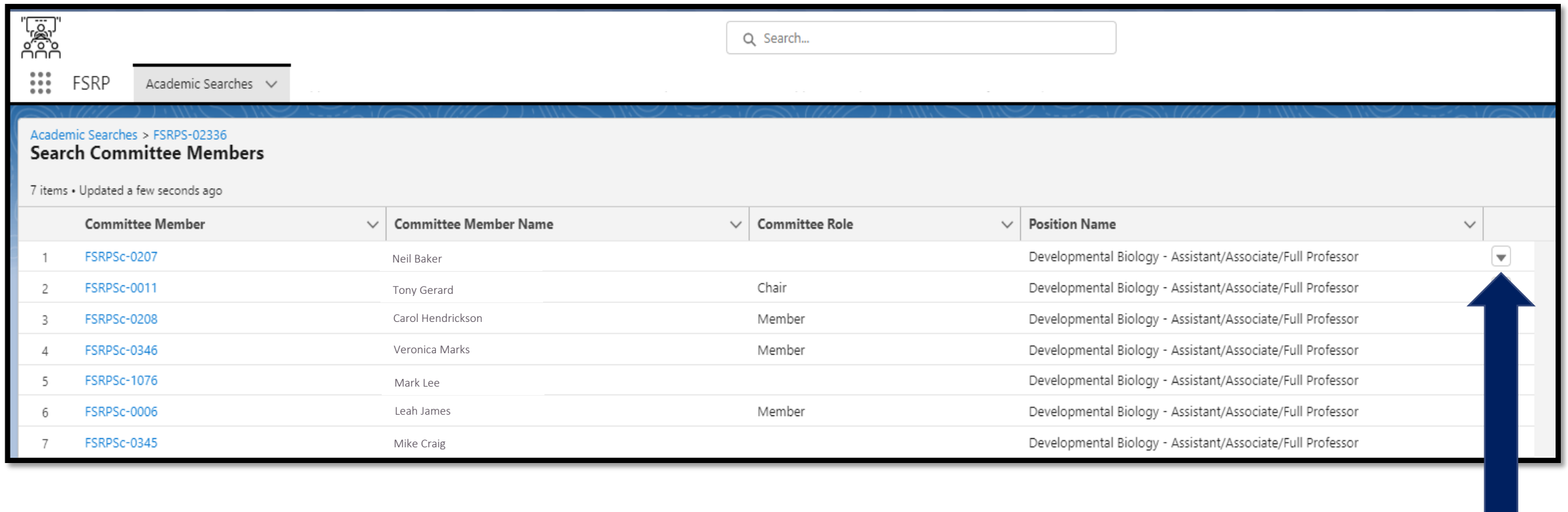
Search Committee Members (3+)		
FSRPSc-0406	<div>Committee Member Na... Neil</div> <div>Attended Workshop: <input checked="" type="checkbox"/></div> <div>Committee Role:</div>	<div>▼</div>
FSRPSc-0772	<div>Committee Member Na... Carol</div> <div>Attended Workshop: <input type="checkbox"/></div> <div>Committee Role:</div>	<div>▼</div>
FSRPSc-0953	<div>Committee Member Na... Mark</div> <div>Attended Workshop: <input type="checkbox"/></div> <div>Committee Role: Member</div>	<div>▼</div>

[View All](#)

Edits and updates to Search Committee Members can be managed/edited for visible candidates by clicking the arrow.

The View All shows the list of everyone that has been entered in Interfolio as a committee member. Categories include:

- Committee Member Number
- Name (imported from Interfolio)
- Edit to identify the Committee Role
- Name of the position



Academic Searches > FSRPS-02336

Search Committee Members

7 items • Updated a few seconds ago

	Committee Member	Committee Member Name	Committee Role	Position Name	
1	FSRPSc-0207	Neil Baker		Developmental Biology - Assistant/Associate/Full Professor	▼
2	FSRPSc-0011	Tony Gerard	Chair	Developmental Biology - Assistant/Associate/Full Professor	
3	FSRPSc-0208	Carol Hendrickson	Member	Developmental Biology - Assistant/Associate/Full Professor	
4	FSRPSc-0346	Veronica Marks	Member	Developmental Biology - Assistant/Associate/Full Professor	
5	FSRPSc-1076	Mark Lee		Developmental Biology - Assistant/Associate/Full Professor	
6	FSRPSc-0006	Leah James	Member	Developmental Biology - Assistant/Associate/Full Professor	
7	FSRPSc-0345	Mike Craig		Developmental Biology - Assistant/Associate/Full Professor	

Click the arrow to edit details for a search committee member.

The screenshot shows a web form titled "Edit FSRPB-0219". The form contains several fields with their current values and editability status:

Field	Value	Editable
Committee Member Name	Neil Baker	Yes
Committee Role	--None--	Yes
Position Name	Assistant Scientific Manager	Yes
Position	FSRPS-02337	Yes
Committee Member	FSRPSc-0207	Yes
Attended Workshop	<input type="checkbox"/>	No
Period taken		Yes
FSRP Bridge Committee Position Name	FSRPB-0219	Yes

At the bottom of the form are two buttons: "Cancel" and "Save".

Annotations (blue arrows) point to the following elements:

- Committee Role dropdown menu.
- Committee Member field.
- Save button.

1. Edit a committee member role: either Chair or Member.

Attended Workshop field is not editable.

2. Click save.

Submit for Approval

The screenshot displays the FSRP (Faculty Search Review Process) interface. At the top, there is a navigation bar with a search bar and various menu items: FSRP, Academic Searches, Applicants, Search Committee Members, Search Special Access, Approval Requests, and Cases. Below the navigation bar, a message states: "All Searches should be created and updated in [Interfolio](#). The chevrons indicate the different stages of the search based on the Interfolio position status. Interfolio is the record of source, and all updates to the statuses must be made in Interfolio as the search progresses." A progress bar shows the stages: >, ✓, ✓, ✓, Short List / Final Candidate(s) (highlighted in blue), Offer stage, Search Closed-with Hire, Search Closed-without Hire, and a button to Mark Status as Complete. Below the progress bar, the search details for "Assistant Professor, Early Modern Drama" are shown, including the Interfolio Search Position ID (81309) and the FSRP Search Number (FSRPS-02058). At the bottom right, there are two buttons: "Edit" and "Submit for Approval". A large blue arrow points to the "Submit for Approval" button.

FSRP Academic Searches Applicants Search Committee Members Search Special Access Approval Requests Cases

Search...

All Searches should be created and updated in [Interfolio](#).
The chevrons indicate the different stages of the search based on the Interfolio position status. Interfolio is the record of source, and all updates to the statuses must be made in Interfolio as the search progresses.

> ✓ ✓ ✓ Short List / Final Candidate(s) Offer stage Search Closed-with Hire Search Closed-without Hire ✓ Mark Status as Complete

Academic Search
Assistant Professor, Early Modern Drama

Interfolio Search Position ID 81309 FSRP Search Number FSRPS-02058

Edit Submit for Approval

Once the search has reached the Short List/Final Candidates stage, and all edits have been made to the FSRPS, the department coordinator may initiate the approval process by clicking on the Submit for Approval button.

When approved, an email will be sent the person listed in the Department Chair field and one will be sent to the Contact Person both alerting on how to proceed for the next steps.

Good Day,

This email is to inform you that the search Assistant Professor of 18C or 19C British Literature, has been approved. Details of the search are noted below.

With this approval, please continue working on the next steps for this search. This may include but is not limited to:

- Scheduling the arrangements for the full and/or on-campus interviews.
- Updating the Interfolio position status to, Offer stage. This indicates the search has been approved and is moving forward to the next phase of the search.

Search Name: Assistant Professor of 18C or 19C British Literature
Search #: FSRPS-01703
Comments:

School:
Division/Department:

Department/Section:
Department Chair/Chief:
Contact:

Contact Email: sheila.james@yale.edu
Appointing Department Coordinator:
Appointing Department Coordinator Email:

Approval Notification – Contact Person

Good Day,

This email is to inform you that the search, Assistant Professor of 18C or 19C British Literature, has been approved. Details of the search are noted below.

With this approval, please continue working on the next steps for this search. This may include but is not limited to:

- Collaborating with the Dean's and/or Provost's Office to prepare an offer letter so that once a decision is made you may proceed to extend an offer.

Search Name: Assistant Professor of 18C or 19C British Literature
Search #: FSRPS-01703
Comments:

School:
Division/Department:

Department/Section:
Department Chair/Chief:
Contact:

Contact Email: sheila.james@yale.edu
Appointing Department Coordinator:
Appointing Department Coordinator Email:

Approval Notification – Department Chair

The following message will be generated if the submission is not approved.

Good Day,

The list of selected candidates for the position described below. It has been returned for the reason(s) noted in the comments section. The contact person listed below has also received an email to address all issues and resubmit for approval. If you have information to assist with this matter, please email the contact person.

Position Name: *Associate Professor*

Position #: FSRPS-01997

Comments: REjecting as Dean 2

School: School of Medicine

Division/Department: Internal Medicine

Department/Section: Cardiology Internal Medicine

Department Chair/Chief: Julie Cameron

Contact: Sheila James

Contact Email: sheila.james@yale.edu

Appointing Department Coordinator:

Emma Brennan

Appointing Department Coordinator Email:

emma.brennan@yale.edu

Rejection Notification – Action Necessary

The approval process can be managed by the approver within the search record.

▼ Approvals

Review Shortlist/Final Candidates Date

Dean 2 Shortlist/Final Candidates Date

Provost Shortlist/Final Candidates Date

▼ Position Description/Qualifications

Position Description

The Yale Center for Immuno-Oncology, in partnership with Yale Cancer Center and the Department of Immunobiology, invites applications for a basic scientist or physician-scientist at any level, but with a preference for applicants at the Associate Professor or Professor level. Applicants should have a strong track record of scientific accomplishment with national/international impact. We seek an outstanding investigator to join our interdisciplinary research team that is focused on understanding key mechanisms of the immune response to cancer and translating this understanding into novel therapeutic and diagnostic approaches. T cell biology is an area of particular interest, but all areas of cancer immunobiology will be considered. New faculty will be supported with competitive start-up packages, laboratory space, access to laboratory animal facilities, and a wide range of state-of-the-art core facilities. The successful candidate is expected to oversee a vigorous, independent, extramurally funded research program and participate in the training of medical and graduate students and

📄 Approval History (3+)

▼

Approval Request Submitted

▼

Date:

12/8/2022 2:19 PM

Status:

Submitted

Assigned To:

Grace Jones

Actual Approver:

Grace Jones

Comments:

12/8/22 Angela did you get this test approval for Yale Cancer Center?

Approval Request Submitted

▼

Date:

12/8/2022 2:19 PM

Status:

Rejected

Assigned To:

Grace Jones

Actual Approver:

Grace Jones

Comments:

12/8/22 Angela did you get this test approval for Yale Cancer Center?

Final Candidates Provost

▼

Date:

3/31/2022 10:26 AM

Status:

Rejected

Assigned To:

FSRP Provost Office

Actual Approver:

Angie August

Comments:

reject as provost

View All

In summary - upgrades for a better process

Changes and benefits:

- The FSQ form is being replaced by a new system, Faculty Search Reporting Process, FSRP.
- FSRP has been configured to automatically pull-in the required information from Interfolio.
- No need to request the EEO report.
- Keep Yale in compliance with Department of Labor, Office of Federal Contract Compliance Programs
- Offer stage is easier and smoother.

Anticipated Benefits:



Reporting/Compliance

Improves data quality. Ensures compliance with DOL via Interfolio's statutes and codes.



Transparency

Greater confidence in the process; all stages are known.



Productivity

Eliminates duplicate efforts.

FSRP Checklist - view the separate pdf

Summary and review



FSRP and Interfolio

Faculty Search Reporting Process – at a glance

Interfolio

Login: use the Interfolio Search Link in FSRP or via <https://account.interfolio.com/sso>

Interfolio is the source system for FSRP. It will take up to 1 hour for updates in Interfolio to be reflective in FSRP. Therefore, the following information must be completed prior to submitting for the approval process through FSRP.

- ☐ Manage the stages of a search using the position status, such as *Reviewing Applications* or *Short List/Final Candidate(s)*.
- ☐ Add all applicants to the applicant list and have the appropriate status and disposition codes.
- ☐ Request the required documents for these applicants with the proper type of C.V. and when necessary, Confidential letters of recommendation or evaluation so they can be pulled into FSRP.
- ☐ Include all search committee members.
- ☐ Submit the short list of applicants with the applicant status, *Full / Campus Interview*, and no disposition codes yet.

Once approved in FSRP,

- ☐ Change the position status to, *Offer Stage*; this signifies to all that the search position has moved into the next stage.

If the offer is accepted and the new hire is in Workday or heading there, or no offer is accepted,

- ☐ Update the applicant statuses.
- ☐ Close the search in Interfolio with the proper position status and be sure **all** applicants have a status and disposition code.

(For YSM or special cases: If the search has more than one RFP, set the Position status back to Accepting Application and then repeat the process.)

Reminder: approval will occur in Interfolio prior to submitting a posting for an academic job search position.

- ☐ Position description/qualifications
- ☐ Hiring plan is included if your school requires it.
- ☐ Required Document are labeled correctly and have instructional text is necessary.

Faculty Search Reporting Process (FSRP)

Login: <https://yale-hr.lightning.force.com/>

To submit for approval in FSRP, please review and make edits in the following areas:

- ☐ Search Details section
 - o Department Chair (enter you chair, chief, Dean)
 - o Approval Process (select the one that fits best)
 - o Contact Person (enter your name)
- ☐ Additional Search Details section
 - o Review and make edits in all the appropriate fields, that apply.
 - o How many positions approved for search? (Enter a numerical value)
- ☐ Recruitment Efforts section **** **This is a must******
 - o Diversity Efforts Explanation
 - o Absence of Diverse Candidate Explanation
- ☐ Applicants section: – View All
 - o Applicant Status should be set to, *Full / Campus Interview*, on the short-listed applicants that are to be reviewed and approved, no disposition codes yet.
 - o All other applicants must have a status and a disposition code.
 - o Files section – Each short-listed applicant should have:

- Contact your Dean's office:
 - FAS Dean's Office -
Email: fas.dean@yale.edu; to reach, Neyza, Taylor, or Sarah .
 - YSM, OAPD, Faculty Affairs Office Team,
faculty.affairs@yale.edu Melanie B., Julie B., or Kim T. Chris H. Ingrid T.E.
 - Office of the Provost, for the professional schools, Tracy E.
 - OFAS visit facultyadmin.yale.edu or send email to: faculty.admin@yale.edu

