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• 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
Faculty Search Reporting Process (FSRP) Overview

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:**

<table>
<thead>
<tr>
<th>Search Information</th>
<th>Applicant Information</th>
<th>Committee Member Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>• School, Division/Department, Department/Section</td>
<td>• Applicant Status</td>
<td>• Identified in FSRP</td>
</tr>
<tr>
<td>• Dates the search was created/opened, as well as the date it was closed</td>
<td>• Disposition code (the status of all applicants must be properly identified in Interfolio to facilitate the approval process)</td>
<td></td>
</tr>
<tr>
<td>• Hiring plan</td>
<td>• CV</td>
<td></td>
</tr>
<tr>
<td>• Position description/qualifications</td>
<td>• Confidential Letters of Recommendation or Evaluations (when needed)</td>
<td></td>
</tr>
</tbody>
</table>

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 FSRP 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.
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.

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

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

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.
To edit the Search Details, click on the Edit button to view the editable fields.

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**

<table>
<thead>
<tr>
<th>Academic Search</th>
<th>Assistant Professor, Early Modern Drama</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interfolio Search Position ID</td>
<td>FSRP Search Number</td>
</tr>
<tr>
<td>81309</td>
<td>FSRPS-02058</td>
</tr>
</tbody>
</table>

- **School**: Faculty of Arts and Sciences
- **Division/Department**: Division of Humanities
- **Department/Section**: English
- **Interfolio Search Created Date**: 9/2/2021
- **Interfolio Search Open Date**: 9/2/2021
- **Interfolio Search Close Date**: 9/2/2022
- **Archived in Interfolio?**: [ ]

**Requisition/RFP #(s)**

**Department Chair**:
- Search Contacts...
- FAS

**Contact Person**: Grace Jones
- grace.jones@yale.edu

This field is calculated upon save.
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 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.

<table>
<thead>
<tr>
<th>Approval Type</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Shortlist/Final Candidates</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>12/15/2022</td>
</tr>
<tr>
<td>Dean 2 Shortlist/Final Candidates</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>1/12/2023</td>
</tr>
<tr>
<td>Provost Shortlist/Final Candidates</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>
The Position Description/Qualifications section is imported from Interfolio.

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.

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 PhD, or equivalent degree is required by the time of appointment, which we anticipate will be July 2022.

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 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)**

<table>
<thead>
<tr>
<th>FSRPA Applicant Number</th>
<th>First Name</th>
<th>Last Name</th>
<th>Applicant Status</th>
<th>Disposition Code</th>
<th>Interfolio Applicant ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSRPA-01005</td>
<td>Furan</td>
<td>Fazael</td>
<td>Full / Campus interview</td>
<td></td>
<td>2394592</td>
</tr>
<tr>
<td>FSRPA-17704</td>
<td>Shaofei</td>
<td>Chase</td>
<td>Withdrew before Offer</td>
<td></td>
<td>2446573</td>
</tr>
<tr>
<td>FSRPA-17713</td>
<td>Bernadette</td>
<td>Sula</td>
<td>Offer Accepted</td>
<td></td>
<td>2405371</td>
</tr>
<tr>
<td>FSRPA-01004</td>
<td>Jinyue</td>
<td>Chan</td>
<td>Initial interview</td>
<td></td>
<td>2268548</td>
</tr>
<tr>
<td>FSRPA-01006</td>
<td>Michelle</td>
<td>Cao</td>
<td>Initial interview</td>
<td></td>
<td>2396745</td>
</tr>
<tr>
<td>FSRPA-01009</td>
<td>Bushra</td>
<td>Raymond</td>
<td>Initial interview</td>
<td></td>
<td>2500744</td>
</tr>
<tr>
<td>FSRPA-01007</td>
<td>Tony</td>
<td>Tighi</td>
<td>Longlist</td>
<td></td>
<td>2419656</td>
</tr>
<tr>
<td>FSRPA-01008</td>
<td>Michael</td>
<td>Sandler</td>
<td>Longlist</td>
<td></td>
<td>2406662</td>
</tr>
<tr>
<td>FSRPA-17537</td>
<td>Philip</td>
<td>Rain</td>
<td>Not selected</td>
<td>Not selected: less relevant qualifications and/or experience</td>
<td>2291234</td>
</tr>
<tr>
<td>FSRPA-17613</td>
<td>John</td>
<td>Lee</td>
<td>Not selected</td>
<td>Not selected: less relevant qualifications and/or experience</td>
<td>2394693</td>
</tr>
<tr>
<td>FSRPA-17548</td>
<td>Max</td>
<td>Smith</td>
<td>Not selected</td>
<td>Not selected: less relevant qualifications and/or experience</td>
<td>22685154</td>
</tr>
<tr>
<td>FSRPA-17589</td>
<td>Shengda</td>
<td>Lemon</td>
<td>Not selected</td>
<td>Not selected: less relevant qualifications and/or experience</td>
<td>23623843</td>
</tr>
</tbody>
</table>

Click the arrow to edit an applicant’s record.
For each shortlisted 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.

Click to save updates.
Tip: use the browser’s back arrow on this page to take you back to the applicant list.

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.
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.

3. Click “Upload Files” to add the copy of the invoice to the FSRPAd-##### number.
Search Committee Members
Click on Search Committee Members or View all to see the list.
Search Committee Members information can be managed/edited within the record.

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

<table>
<thead>
<tr>
<th>Committee Member Number</th>
<th>Committee Member Name</th>
<th>Committee Role</th>
<th>Position Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSRPSc-0207</td>
<td>Neil Baker</td>
<td></td>
<td>Developmental Biology - Assistant/Associate/Full Professor</td>
</tr>
<tr>
<td>FSRPSc-0011</td>
<td>Tony Gerard</td>
<td>Chair</td>
<td>Developmental Biology - Assistant/Associate/Full Professor</td>
</tr>
<tr>
<td>FSRPSc-0200</td>
<td>Carol Hendrickson</td>
<td>Member</td>
<td>Developmental Biology - Assistant/Associate/Full Professor</td>
</tr>
<tr>
<td>FSRPSc-0346</td>
<td>Veronica Marks</td>
<td>Member</td>
<td>Developmental Biology - Assistant/Associate/Full Professor</td>
</tr>
<tr>
<td>FSRPSc-1076</td>
<td>Mark Lee</td>
<td></td>
<td>Developmental Biology - Assistant/Associate/Full Professor</td>
</tr>
<tr>
<td>FSRPSc-0006</td>
<td>Leah James</td>
<td>Member</td>
<td>Developmental Biology - Assistant/Associate/Full Professor</td>
</tr>
<tr>
<td>FSRPSc-0345</td>
<td>Mike Craig</td>
<td></td>
<td>Developmental Biology - Assistant/Associate/Full Professor</td>
</tr>
</tbody>
</table>

Click the arrow to edit details for a search committee member.
1. Edit a committee member role: either Chair or Member.

   **Attended Workshop field is not editable.**

2. Click save.
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.

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:

- 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 – Department Chair

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

Good Day,

The list of selected candidates for the position described below 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
A status overview can be found on the left side of the screen.

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

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
- Department Chair (enter your chair, chief, Dean)
- Approval Process (select the one that fits best)
- Contact Person (enter your name)

Additional Search Details section
- Review and make edits in all the appropriate fields, that apply.
- How many positions approved for search? (Enter a numerical value)

Recruitment Efforts section: **** This is a must ****
- Diversity Efforts Explanation
- Absence of Diverse Candidate Explanation

Applicants section: – View All
- 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.
- All other applicants must have a status and a disposition code.
- Files section – Each short-listed applicant should have:

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.

Reminder: approval will occur in Interfolio prior to submitting a posting for an academic job search position.
Questions? Support and Assistance always available

• 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