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

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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

Interfolio Integration

Information from Interfolio is directly imported into in FSRP is 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/

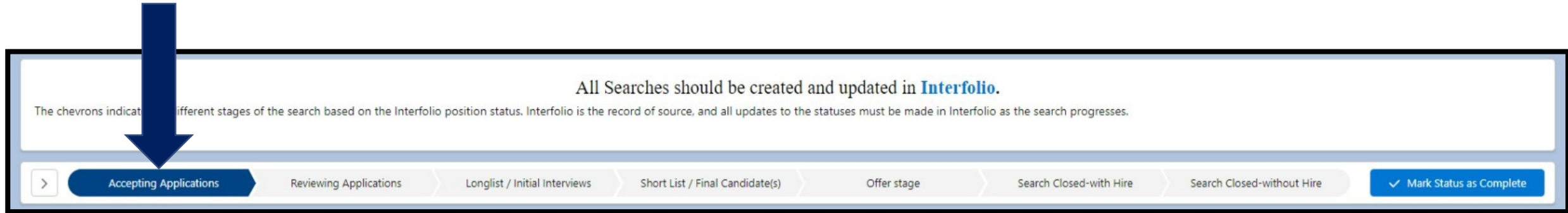2. Follow the prompt via the CAS and Duo authentication prompts.
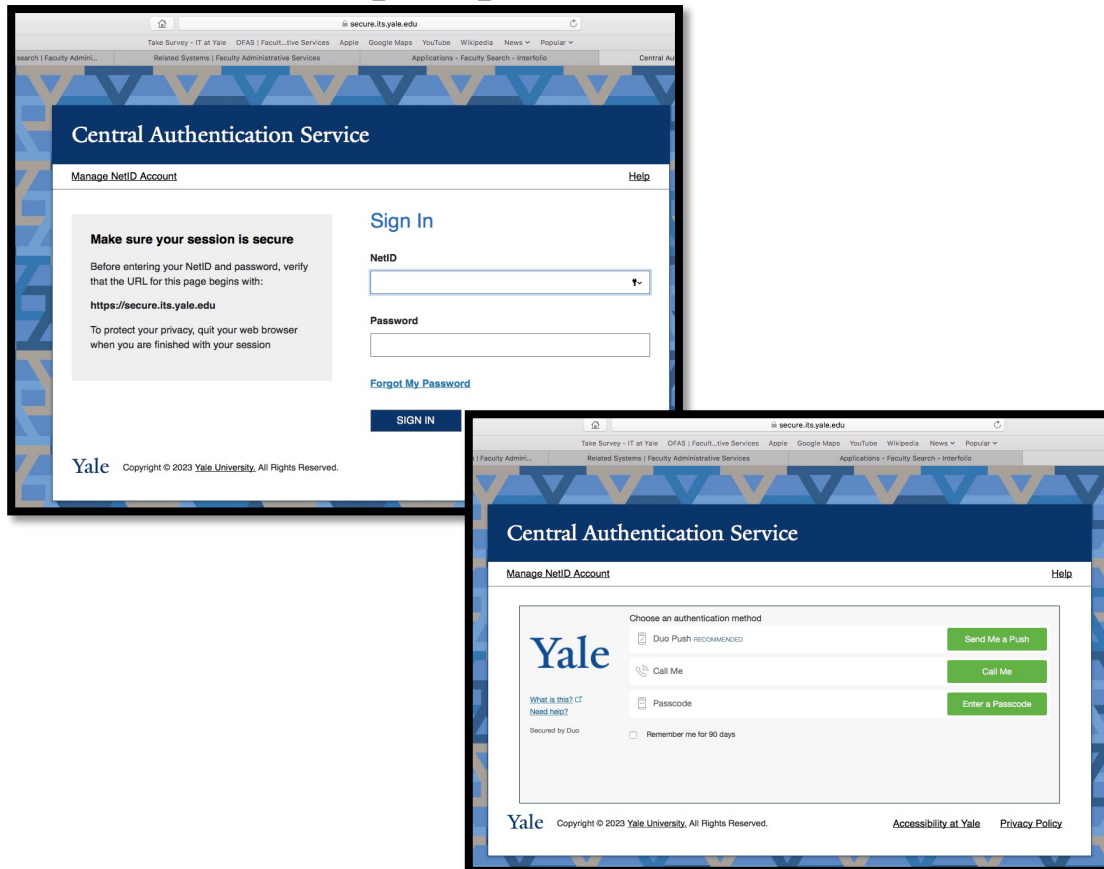
3. Click on the upper left waffle (9-dots) and search for FSRP.
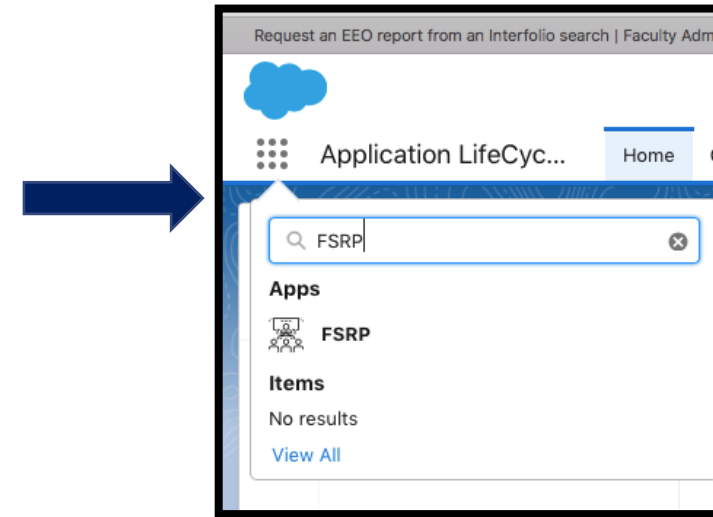
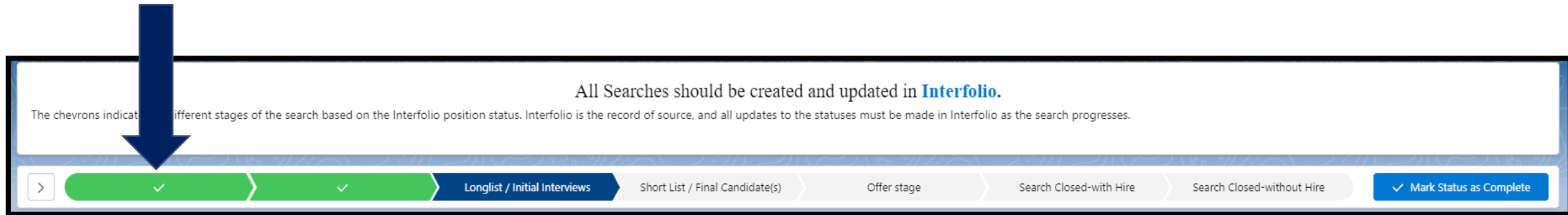Note: Your results will be filtered as Recently Viewed. You may need to select view All to see FSRPS records for the first time.

Home Screen – Status Bar

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

All Searches should be created and updated in **Interfolio**.

The chevrons indicate 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.

> Accepting Applications | Reviewing Applications | Longlist / Initial Interviews | Short List / Final Candidate(s) | Offer stage | Search Closed-with Hire | Search Closed-without Hire | ✓ Mark Status as Complete

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

All Searches should be created and updated in **Interfolio**.

The chevrons indicate 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.

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

The "Mark Status as Complete" button should <u>not</u> be used in FSRP; the chevrons are managed within Interfolio – the source system.

Yale

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.

Yale

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 statuses

| ✓ | **Reviewing Applications** | Longlist / Initial Interviews | Short List / Final Candidat... |

Status bar – based on Interfolio status.

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.

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.

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	✕		↻
Unit	Search Accounts...	🔍	*Approval Process	FAS
Interfolio Search Link ⓘ	Interfolio Search Position ID		*Contact Person	Search People... 🔍
	This field is calculated upon save			Complete this field.
Interfolio Search Created Date	9/2/2022		Contact Email	This field is calculated upon save
Interfolio Search Open Date	9/7/2022
Interfolio Search Close Date	9/7/2023
Archived in Interfolio?	☐

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.

Academic Search
Assistant Professor, Early Modern Drama

Edit | Submit for Approval

Interfolio Search Position ID
81309

FSRP Search Number
FSRPS-02058

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	
Division/Department	Division of Humanities	
Department/Section	English	
Unit		
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
Approval Process
Contact Person   Grace Jones
Contact Email   grace.jones@yale.edu

∨ Additional Search Details

Center, Program, or Institute?   ☐
Is this a fully Joint appointment?   ☐
How many positions approved for search?
Non-Standard Search (Choose one/many)
Justification for Non-Standard Search

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

Yale

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

Search Details Section

Yale

Additional Search Details Section

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.

Yale

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

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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 .

Yale

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

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.

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 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)

FSRP | Academic Searches | Search Committee Members | Search Special Access | Approval Requests | * Recently Viewed | Cases

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.

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.

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

Yale

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

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

Required Advertisement (0)

New

Search Committee Members (3)
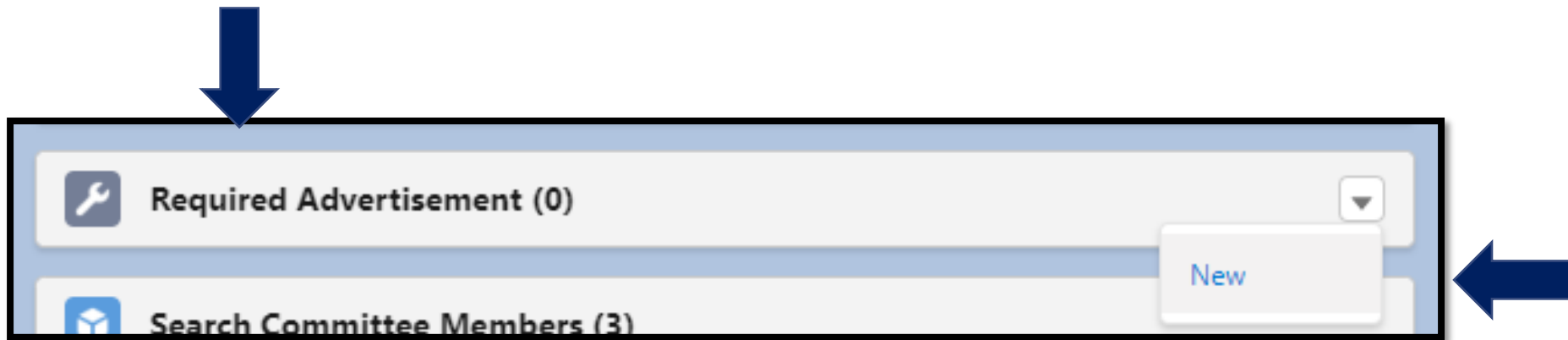
Click "New" to get started.

Yale

New Required Advertisement

Advertisement Requirements

FSRP Position   FSRPS-01635

Advertisement Id

Advertisement Start Date

Advertisement End Date

Additional Comments

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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.
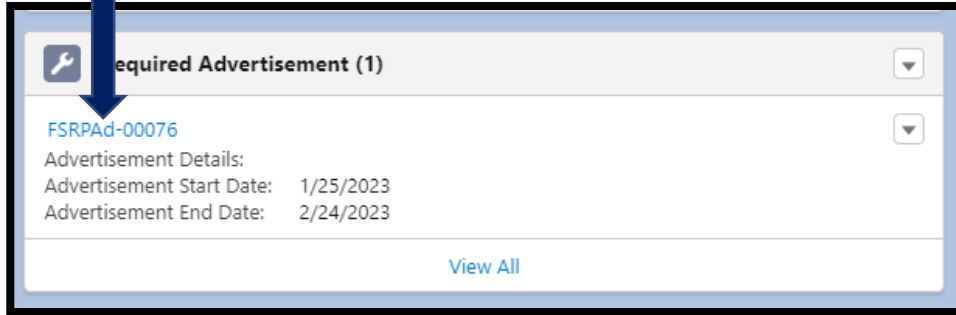*This field is calculated upon save*

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.

Yale

Click on the ad number, FSRPAd-# to upload.
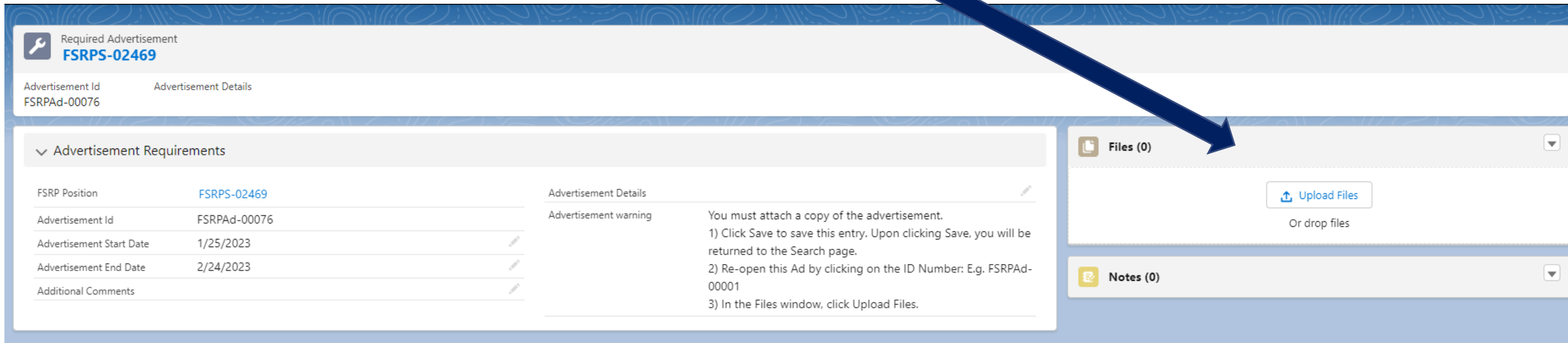
Required Advertisement (1)

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   Advertisement Details
FSRPAd-00076

∨ 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.

Yale

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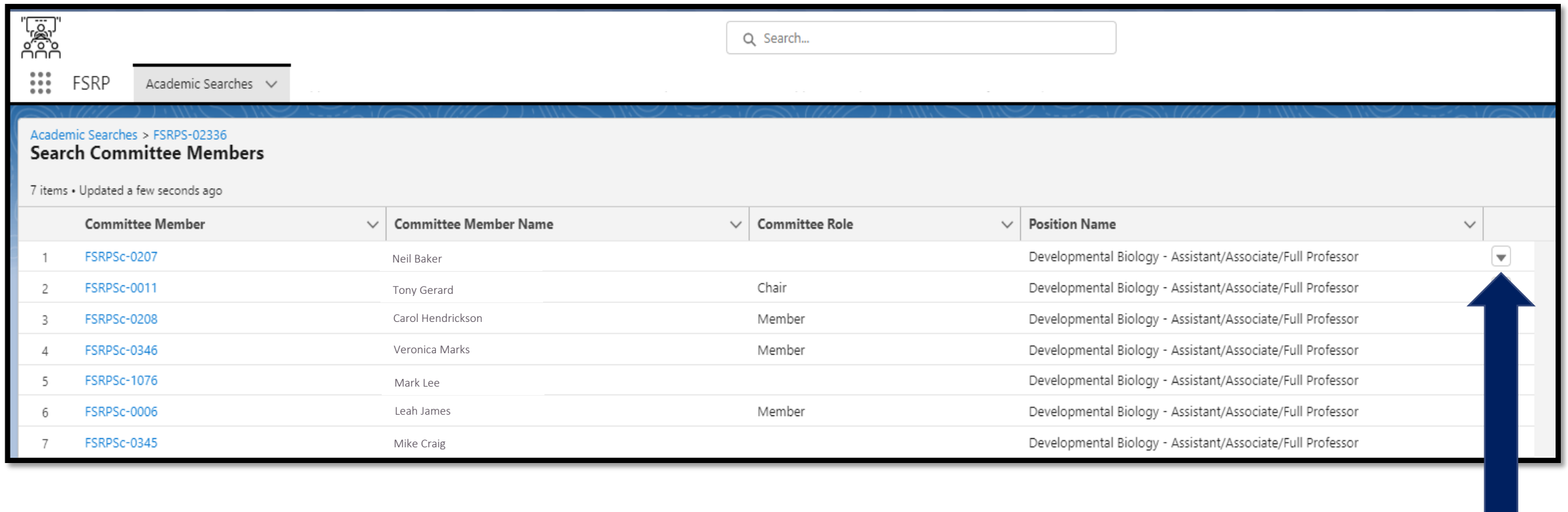
Edits and updates to Search Committee Members can be managed/edited for visible candidates by clicking the arrow.

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

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

Yale

Edit FSRPB-0219

Committee Member

Committee Member Name	Neil Baker
	This field is calculated upon save
Committee Role	--None--
Position Name	Assistant Scientific Manager
	This field is calculated upon save
Position	FSRPS-02337
Committee Member	FSRPSc-0207
Attended Workshop	☐
	This field is calculated upon save
Period taken	*This field is calculated upon save*
FSRP Bridge Committee Position Name	FSRPB-0219

Cancel   Save

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

Attended Workshop field is <u>not</u> editable.

2. Click save.

Submit for Approval

Yale

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.

Yale

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:

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 – Contact Person

Approval Notification – Department Chair

Yale

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

Yale

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

Yale

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

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:

Yale

- 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