A little part of Interfolio for October’s Monthly Information Session

Office of Faculty Administrative Services
October 2019
Today’s topics

• Review, Promotion & Tenure (RPT)
  • Templates update
  • Case Type
  • Search for candidate
  • Reminder

• Faculty Search (FS)
  • Current to future use - Approval steps
  • Review
  • Reminder
Template List update

• What is getting updated? – renaming of template titles to:
  • reduce the number of templates
  • use the case types
  • reduce the use of wrong templates

• Who’s making the updates?
  • FAS Dean’s Office (has made)
  • Provost’s office (is working with the professional schools)
Examples:

• Was, Appointment to Tenure – Specify AOPT or Prof or Promotion to Associate with Tenure
  • Now, Initial Appointment or Promotion to Tenure – AOPT

• Was Promotion to full Professor or Appointment to full Professor
  • Now is Professor
Template List update

• Why?: To take advantage of the Case Type list when you create the Case. You will need to know the type.

• When? Changes have been made in FAS and updates are on-going now with professional schools via Provost’s office.
Create Cases, that is what you do Cases
Template list when you create a Case

Theme From Mahogany (Do You Know Where Going To)

Diana Ross

Do You Know
Where you're going to?
Do you like the things?
That life is showing you
Where are you going to?
Do you know?

Do you get?
What you're hoping for?
When you look behind you
There's no open doors
What are you hoping for?
Do you know?

Once we were standing still, in time
Chasing the fantasies and feeling all nice
You knew how I loved you, but my spirit was free
Laughing at the questions
That you once asked of me

Now looking back at all we've had
We let...
After Confirming your unit, the New Case template list is shown

• Ask (and answer yourself) what rank is this faculty member going to be (already here at Yale) or coming in at (new to Yale)?

• If you don’t have answer, then contact us.

• To select a template, click on the words of the title

• But wait, there’s more....
Case Information:
Type, is part of the answer to the question

New to Yale = Appointment
Here at Yale = Promotion
Case Information: Search for a Candidate – what is this?
Allows you to add files from past cases

Note: If you add a file to the Candidate Document area, the faculty member will be notified and will be able to edit, remove, or accept that document.
Reminder: Best to have candidate involved with the review and remember to add the letter
The letter is the instructions to the candidate.
Today’s topics

• Review, Promotion & Tenure (RPT)
  • Templates update
  • Case Type
  • Search for candidate
  • Reminders: Add/paste the letter to candidate especially if candidate will be involved with this case

• Faculty Search (FS)
  • Reminders – approval steps
  • Updates/ fixes
  • Review - Optional required documents for Open Rank positions
Currently: New positions (for some schools) are submitted for approval - 1 step

FAS is looking to move to a 4-Step approval process for next year’s searches and other schools maybe adding the approval process
Review:
Options are available for open rank positions

Open rank is when the job posting is searching for someone in a broad manner – individual can range from an assistant professor level up to a full professor. Typically the requirements vary for these ranks, for example, Confidential Letter of Recommendations or Evaluations.
Reminder:
Academic Jobs Listings - Office of the Provost website

All faculty and academic positions that are open and active in Interfolio are posted automatically on https://academicpositions.yale.edu/

Linked from Office of the Provost, https://provost.yale.edu/ under Faculty Resources > Faculty Positions or Your.Yale.edu under Careers > Search Jobs > Faculty and Academic Positions
Thank you and Have a Nice Day!
Questions:
Introduction and review

Faculty Search (FS)

• Collects all application materials for those that are applying to a faculty job posting.
• Provides a means for all search committee members (Yale faculty) to review and make comments and/or ratings on each applicant to determine who will make the cut to come in for an Interview, to be a Final Candidate(s)/Shortlist and then be Hired.
• Offers a secure way to reference writers to upload their confidential letters
• Also helps to keep Yale in compliance since every applicant that applies is provided with an EEO form.

Review, Promotion and Tenure (RPT)

• Collects materials, but for one individual, the candidate’s packet or Case.
• Organizes candidate’s packet – Yale faculty that are up for review for reappointments, promotions (internal candidates) and appointments to tenure (external candidates coming from outside of Yale).
• Has workflow that allow this packet of materials, to be presented to multiple committees at different stages of the review process
• Each case is presented to their departments for a faculty vote
• But only tenured cases both for internal and external candidates need to be presented to a Tenure Appointment Committee (TAC) or a Standing Advisory and Appointments Committee (SAAC).