

Position Status	Applicant Status	Disposition Code
Accepting Applications	None yet	None yet
Reviewing Applications	<ul style="list-style-type: none"> - Not Selected - Longlist 	<ul style="list-style-type: none"> - Not selected: incomplete application (1) - Not selected: does not meet minimum criteria for position (2) - Not selected: less relevant qualifications and/or experience (3) - Not selected: not best match for job criteria relative to other candidate(s) (4)
Longlist / Initial Interviews	<ul style="list-style-type: none"> - Initial Interview (phone/video/conferences) 	<ul style="list-style-type: none"> - Not selected: less relevant qualifications and/or experience - Not selected: not best match for job criteria relative to other candidate(s) - Candidate withdrew from search (5)
Short List /Final Candidate(s)	<ul style="list-style-type: none"> - Full / Campus Interview 	<ul style="list-style-type: none"> - Not selected: less relevant qualifications and/or experience - Not selected: not best match for job criteria relative to other candidate(s) - Candidate withdrew from search
Offer Stage	<ul style="list-style-type: none"> - Offer extended 	<ul style="list-style-type: none"> - Offer extended (6) - Not selected: less relevant qualifications and/or experience - Not selected: not best match for job criteria relative to other candidate(s) - Candidate withdrew from search
Search Closed with Hire	<ul style="list-style-type: none"> - Hired - Offer Declined 	<ul style="list-style-type: none"> - Offer accepted (7) - Offer declined (8) - Candidate withdrew from search
Search Closed without Hire	<ul style="list-style-type: none"> - Offer Declined - Withdrew before offer - Not Selected 	<ul style="list-style-type: none"> - Offer declined - Candidate withdrew from search - Search canceled (9) - Search postponed (10)

Scroll down for more information



Interfolio: Faculty Search updates

Office of Faculty Administrative Service, September 2023

- Why the changes?
- What are the updates in Faculty Search (FS)?
- Position Statuses
- Applicant Statuses
- Disposition Codes
- How and When to apply the statuses and codes?
- Required Documents
- Display view of the applicant list
- Introduction to Faculty Search Reporting Process (FSRP)



Why the changes in Interfolio?

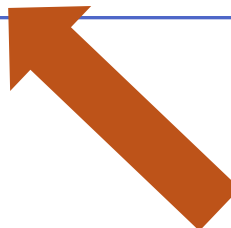
- To keep Yale in compliance
 - Audits from the Department of Labor (DOL); Office of Federal Contractor Compliance Programs (OFCCP) will be looking for disposition codes
- To align with the new FSRP system (the FSQ replacement)
 - Updates on some of the Position and Application Statuses to help and better align with the new Deposition Codes as well as with FSRP
 - Interfolio is the system of record for Faculty Search Reporting Process (FSRP)
- To avoid the 11th hour rush
 - Candidate approvals are done at the shot-list stage and no longer at the final candidate stage

The FSQ timeline (the 11th hour rush to make the offer)

Reviewing Applications	Longlist selected	Interviewing Finalist	Pending Approval - Final Candidate	Position Closed
		Preliminary approval to start arranging interviews	<p>Final approval needed here before making an offer.</p> <p>The Short list /Final Candidate already interviewed Committee is ready to make an offer. One (or two) selected and marked with an asterisk, *, noting that's the one to whom offer is to be made. BUT approval needed first</p>	

The new FSRP timeline (aligns better with the process and has better timing for making an offer)

Reviewing Applications	Longlist / Initial Interviews	Short List / Final Candidate(s)	Offer Stage	Search Closed with Hire
		<p>The approval now happens at this stage</p> <p>Full / Campus Interview</p> <p>Search Committee has time to meet and decided</p>	<p>Committee has time to work on an offer letter with all proper parties and Deans, Chairs and Provost's office</p> <p>The committee can move when a candidate is identified as the one.</p>	



Position Statuses

(The Search stages)

- Accepting Applications
- Reviewing Applications
- **Longlist / Initial Interviews**
- **Short List / Final Candidate(s)**
- **Offer Stage**
- **Search Closed with Hire**
- **Search Closed without Hire**

The screenshot shows the Yale University Positions page for an Assistant Professor position at the School of Management. The status is 'Accepting Applications', which is highlighted with a blue 'change' link. An orange arrow points to this link. A modal window is open, titled 'POSITION STATUS: Accepting Applications', showing a list of status options: 'Longlist / Initial Interviews', 'Short List / Final Candidate(s)', 'Offer Stage', 'Search Closed with Hire', and 'Search Closed without Hire'. The 'Search Closed without Hire' option is currently selected. Below the list, there are two checkboxes: 'Applicants can update their application materials while this status is active' and 'Evaluators can review applications while this status is active', both of which are checked. At the bottom of the modal are 'SAVE' and 'CANCEL' buttons. The background page also shows the 'Unit' as 'School of Ma', 'Opens' as 'Sep 8, 2022', and 'Closes' as 'Jan 31, 2023'. There is a 'Start Tour' button and a 'Position Actions' dropdown menu. A search bar for applicants is visible, and a table of applicants is partially shown at the bottom.

Application Statuses

- **Not Selected**
- Longlist
- **Initial Interview**
(phone/video/conference)
- **Full / Campus Interview**
- Offer Extended
- Hired
- Offer Declined
- Withdrew before offer

Yale University > Positions >

Assistant/Associate/Full Professor, Microelectronics

Start Tour Position Actions

Unit	Status	Opens	Closes
Electrical Engineering	Short List / Final Candidate(s) change	Oct 11, 2021	Sep 28, 2022

Applicants

Search by name, education, or status

4 of 4 Applicants Shown.

READ EMAIL STATUS TAG + DISPOSITION CODE DOWNLOAD ARCHIVE

Applicant Name	Date of Initial Submission	Status	Tags	Disposition Codes	My Overall Rating
<input checked="" type="checkbox"/> E... .. Ph.D. - Doctor of Philosophy, University of California Santa Barbara Complete	11/27/21 09:02 PM EST	Not Selected	Invite		☆☆☆☆
<input checked="" type="checkbox"/> F... .. Ph.D. - Doctor of Philosophy, University of California, Santa Barbara Complete	10/28/21 02:54 PM EDT	Full / Campus Interview	Invite		☆☆☆☆
<input checked="" type="checkbox"/> L... .. Ph.D. - Doctor of Philosophy, UCLA Complete	02/28/22 03:26 PM EST	Full / Campus Interview	Invite		☆☆☆☆

New Disposition Codes

These codes have been vetted by the Office of the Provost as well as the Office of General Counsel.

Select the Applicants via the checkbox and click on the code and click Apply.

Yale University > Positions >

Testing approval steps

Unit: Academic Unit (Test) | Status: Reviewing Applications [change](#) | Opens: Aug 31, 2025

Applicants

Search by name, education, or status

1 of 1 Applicants Shown.

<input type="checkbox"/>	Applicant Name	Date Updated	Applicant Status
<input checked="" type="checkbox"/>	Audrey B Incomplete	01/19/23 01:54 PM EST	

25

Navigation: [READ](#) [EMAIL](#) [STATUS](#) [TAG](#) [+ DISPOSITION CODE](#) [DOWNLOAD](#) [ARCHIVE](#)

Apply Disposition Code

- ☐ Not selected: incomplete application
- ☐ Not selected: does not meet minimum criteria for position
- ☐ Not selected: less relevant qualifications and/or experience
- ☐ Not selected: not best match for job criteria relative to other candidate(s)
- ☐ Candidate withdrew from search
- ☐ Offer extended
- ☐ Offer accepted
- ☐ Offer declined
- ☐ Search canceled
- ☐ Search postponed

[APPLY](#) [REMOVE DISPOSITION CODE](#)

- Not selected: incomplete application
- Not selected: does not meet minimum criteria for position
- Not selected: less relevant qualifications and/or experience
- Not selected: not best match for job criteria relative to other candidate(s)
- Candidate withdrew from search
- Offer extended
- Offer accepted
- Offer declined
- Search canceled
- Search postponed

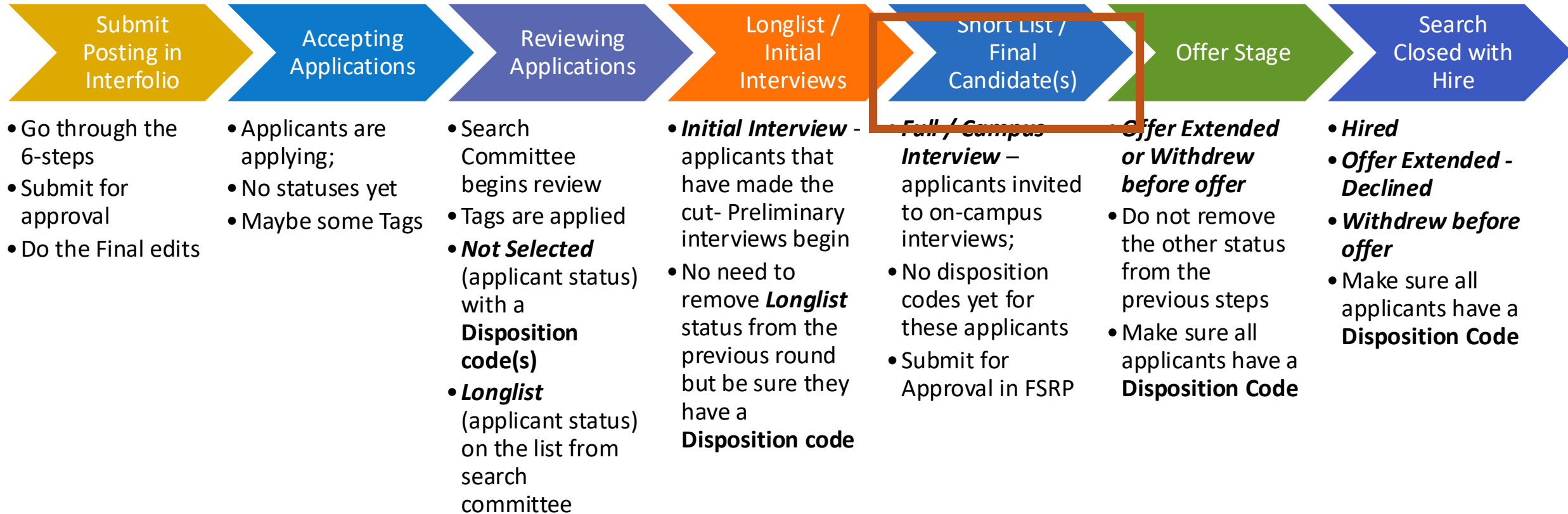
- Disposition Codes give the reason why applicants/candidates did not proceed in the next step of the search process
- Reason why the applicant did not make the cut to the next round of reviews
- Reasons why the applicant was removed from consideration to move on to the next stage of the search

Bottom Line: per Department of Labor, OFCCP-

All applicants must have an Applicant Status and a Disposition Code especially if they did not move forward to the next step in the review process (search stage)

Position Status	Applicant Status	Disposition Code
Accepting Applications	None yet	None yet
Reviewing Applications	<ul style="list-style-type: none"> - Not Selected - Longlist 	<ul style="list-style-type: none"> - Not selected: incomplete application (1) - Not selected: does not meet minimum criteria for position (2) - Not selected: less relevant qualifications and/or experience (3) - Not selected: not best match for job criteria relative to other candidate(s) (4)
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Interfolio Faculty Search process; the stages of a search



In Interfolio, the position status must set to Short List / Final Candidate(s) and each applicant must have the status Full / Campus Interview; when ready to submit for approval in FSRP.

The most important status combination

- Position status is, **Short List / Final Candidate(s)** and Applicant status set to, **Full / Campus Interview** and no disposition codes on these applicants, yet
- All **other** applicants need to have a status and a disposition code

Yale University > Positions >

Assistant/Associate/Full Professor, Microelectronics

Start Tour Position Actions

Unit Electrical Engineering	Status Short List / Final Candidate(s) change	Opens Oct 11, 2021	Closes Sep 28, 2022
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Applicants

Search by name, education, or status

Filter Saved Views COLUMNS

4 of 4 Applicants Shown.

<input type="checkbox"/> Applicant Name ^	Date of Initial Submission	Date Updated	Applicant Status	Tags	Disposition Codes	My Overall Rating
E <input type="checkbox"/> Ph.D. - Doctor of Philosophy, University of California Santa Barbara Complete	11/27/21 09:02 PM EST	01/04/22 02:27 AM EST	Full / Campus Interview	Invite +		☆☆☆☆☆
R <input type="checkbox"/> Ph.D. - Doctor of Philosophy, University of California, Santa Barbara Complete	10/28/21 02:54 PM EDT	10/28/21 02:54 PM EDT	Full / Campus Interview	Invite +		☆☆☆☆☆
L <input type="checkbox"/> Ph.D. - Doctor of Philosophy, UCLA Complete	02/28/22 03:26 PM EST	02/28/22 03:26 PM EST	Full / Campus Interview	+		☆☆☆☆☆
S <input type="checkbox"/> Ph.D. - Doctor of Philosophy, Georgia Institute of Technology Complete	12/02/21 06:58 PM EST	12/02/21 06:58 PM EST	Full / Campus Interview	Invite +		☆☆☆☆☆

110

Why?

The approvers are looking for this combination when you submit for approval in FSRP.

Interfolio is the source system for Faculty Search Reporting Process (FSRP).

Basic scenario combinations:

Position Status	Application Status	Disposition Codes	Why this combination
Reviewing Applications	- Longlist (mark these first with a tag or status; typically, during this stage, the committee has gone through the list and knows who they want to look at in more depth.)	<ul style="list-style-type: none"> - No codes on these yet - These applicants have the potential to move on to the next step in the search process. 	Best to start applying applicant statuses sooner than later as the search moves through its phases. Communicate with the search chair, to provide you with their longlist choices or have the committee apply tags.
	- Not Selected	<ul style="list-style-type: none"> - Not selected: incomplete application (1) - Not selected: does not meet minimum criteria for position (2) - Not selected: less relevant qualifications and/or experience (3) - Not selected: not best match for job criteria relative to other candidate(s) (4) <p>Choose one that best fits for most.</p>	All those identified as Not Selected can be Archived . This will make managing the list of applicants easier for you as well as the committee.
Longlist / Initial Interviews	- Initial Interview	<ul style="list-style-type: none"> - Not yet on these applicant. - BUT ALL OTHER applicants will have either Not Selected or Longlist status and will NEED to have a disposition code because they did not make it to this stage of the search . 	This shows the approvers the beginning steps the committee has taken to reach the end goal of hiring someone. It tells the story.

The key combinations in Interfolio

Position Status	Application Status	Disposition Codes	Why this combination
Short List / Final Candidate(s)	- Full /Campus Interview (on those who have made it to this stage of the search)	- Not yet on theses applicant. - BUT ALL OTHERS NEED to have an applicant status and a disposition code –if not, the reviewer may send it back.	-For when you Submit for Approval in FSRP -Informs the approvers, the Short List is ready and identifies the Full/ Campus Interview applicants to be reviewed and approved.
Offer Stage	- Full /Campus Interview - Offer extended	- Not yet on all applicants.	-Informs everyone, this search has been approved and is now in the offer stage of the process.
Search Closed with Hire	- Hired - Offer Declined - Withdrew before Offer	- Offer accepted - Offer declined - Candidate withdrew from search ALL OTHERS NEED to have an applicant status and a disposition code.	If there were a roll-down, then the person that declined Yale's offer would have the status and code, Offer Declined, else one person with Hired and Offer accepted.
Search Closed without Hire	- Offer Declined - Withdrew before Offer	- Offer declined - Candidate withdrew from search ALL OTHERS NEED to have an applicant status and a disposition code.	

The combination of the statuses and codes work together to manage the search and its applicants.

Statuses and codes, when best to apply:

The combination of the statuses and codes work together to manage the search and its applicants.

- When the search is in the **Reviewing Application** stage
 - Begin applying applicant statuses (use tags to help)
 - Work with the search committee to obtain the lists of those that are contenders
- When a list has been identified who is moving to the next round
 - Use tags and / or applicant statuses to mark the applicants with a Longlist or Initial Interview status
 - Give the Not Selected applicant status to those that did not make the cut (Tip: view all applicants, select all, then de-select those with a Longlist status, mark all others with Not Selected)
- When the Not Selected status has been applied
 - Give the Disposition Code(s) to those applicants with the Not Selected status (Tip: use filter, select all, and apply a disposition code)

NOTE: All updates are done in Interfolio. It's the source system for FSRP.

Applicant Status	Files of the two document types from Interfolio pulled into FSRP
<ul style="list-style-type: none">- None yet- Not Selected	No files are pulled into FSRP if no applicant status has been applied or if the applicant status is set to “Not Selected”
<ul style="list-style-type: none">- Longlist- Initial Interview (phone/video/conferences)- Full / Campus Interview- Offer extended- Hired- Offer Declined- Withdrew before offer	<p>Files of the following types will be pulled into FSRP, if the applicant status is set to any of statuses to the left, i.e. "Longlist":</p> <ol style="list-style-type: none">1) CV2) Confidential Letters of Recommendation or Evaluations

Interfolio is the source system – feeds FSRP.

FSRP system pulls these two document types.

- C.V.
- Confidential Letters of Recommendation or Evaluations









Yale University > Positions > Assistant Professor >

Required Documents

Assistant Professor

6 Documents Required

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

1	C.V.		
1	Cover Letter		
1	Research Statement A two-page summary of current and proposed research.		
3	Confidential Letter of Recommendation or Evaluation		

+ Add Requirement

Uncategorized files will not be brought into FSRP

Application			Complete	+ Add File	Read
Documents					
Title ^	Date #	Actions			
acscentsci.1c00829 Uncategorized	Sep 18, 2022	Download			
Advanced Energy Materials Panchromatic Co-Sensitized Uncategorized	Sep 18, 2022	Download			
.CV__Sep_2022 Uncategorized	Sep 18, 2022	Download			
Cover Letter Yale Uncategorized	Sep 18, 2022	Download			
jacs.0c07651 Uncategorized	Sep 18, 2022	Download			
J Uncategorized	Sep 18, 2022	Download			
Michael Uncategorized	Sep 18, 2022	Download			
Research Statement Yale Uncategorized	Sep 18, 2022	Download			
Teaching Statement Yale Uncategorized	Sep 18, 2022	Download			

Example of an applicant that did not categorize their file types (all Uncategorized)

You can add instructions to the Requirement Note section to help reduce uncategorized document types.

Please be sure to categorize your documents to match the type, i.e. Confidential Letter of Recommendation or Evaluation.

[Yale University](#) > [Positions](#) > [Assistant Professor](#) >

Required Documents

Assistant Professor

6 Documents Required

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

1	C.V.
1	Cover Letter
1	Research Statement A two-page summary of current and proposed research.
3	Confidential Letter of Recommendation or Evaluation

+ Add Requirement

Add Document Requirement

Document Type

Confidential Letter of Recommendation or Evaluation

Number Required

3

Requirement Note

✓ Save

Cancel

A remedy - Download and Add File

For those times when the document did not get uploaded correctly or the applicant sent them directly to you.

Only need to correct for the C.V. and Confidential Letter of Recommendation or Evaluation types.

1. Download File

Remember where you saved it

Yale University > Positions > Assistant Professor - PCCSM >

Actions ▾

Education Information
M.D., Bangladesh Medical College

Status
n/a [Change](#)

Disposition Code + [Add](#)

Tags
+ [Add](#)

Application [Complete](#) [+ Add File](#) [Read](#)

Documents

Title ^	Date ↕	Actions
cover letter. jmc Cover letter	Jul 24, 2020	Download
jmc resume (1) Resume	Jul 24, 2020	Download

2. Click Add File

Add Document ✕

Upload Video Webpage

Drag & Drop your files anywhere or

[Browse To Upload](#)

[Add](#) [Cancel](#)

3. Browse or Drag & Drop the corrected file

Download and Add file for the fix

Continue adding the document by completing the fields in the pop-up form to correctly identify the type.

Remember files need to be of the type: C.V. and Confidential Letter of Recommendation or Evaluation.

The image shows a 'Add Document' pop-up form with several fields and a success message. Annotations with arrows point to specific parts of the form:

- File Upload:** A message box points to the 'Lorem ipsum - text sample' upload area, stating: 'File loads successfully – this will be the name of the file on your computer'.
- Title:** A message box points to the 'Title' input field, which contains 'Recommendation from Professor LastName'. The annotation says: 'Give it a proper title that matches your school's format'.
- Type:** A message box points to the 'Type' dropdown menu, which is set to 'Confidential Letter of Recommendation or Evaluation'. The annotation says: 'Select the TYPE, either C.V. or Confidential Letter of Recommendation or Evaluation'.
- Requirement:** A message box points to the 'What requirement does this file satisfy?' dropdown menu, which is also set to 'Confidential Letter of Recommendation or Evaluation'. The annotation says: 'Select what requirement it satisfied; C.V. or Confidential Letter of Recommendation or Evaluation'.
- Add Button:** A message box points to the 'Add' button at the bottom right. The annotation says: 'Click, Add'.

The form itself includes tabs for 'Upload', 'Video', and 'Webpage'. The 'Add' button is a blue button with a plus icon and the text 'Add'.

- Open searches, for this topic, is when the search position is open and searching for any rank, an Assistant, Associate Professor or Professor
- Confidential Letters of Recommendation
 - Commonly required for the assistant level or on term applicants and these must be attached to their application in Interfolio.
- External Evaluations
 - Are for the tenured applicants and if/when they go up for review via a TAC /SAAC is when the referee letters are uploaded to the RPT Case in Interfolio.



- In Interfolio, Step 5 of 6; there are two types: member or manager.
- Your name (as the person who created the search, by default, you will be listed as a manager.)
- The search committee will be added as members for the most part.
- For certain searches, you may be asked to add more faculty, non-search committee members, to the list, allowing them to view applications. This is fine.
- In FSRP, no need to remove yourself or the other non-designated search committee faculty from the list. Just identify the search committee chair(s) and members.



Once approved in FSRP, an email notification will be sent to you (as well as the person selected as the Dept. Chair) of the approval.

At this time, move the Interfolio position status to **Offer stage**.

This indicates that the search has been approved in FSRP and is moving forward to the next phase of the search process

Status	Opens	Closes
Offer Stage change	Oct 11, 2021	Sep 28, 2022

status

Q

Filter ▾

Saved Views ▾

Applicants page - view Disposition Codes

Unit

Psychiatry

Status

Accepting Applications [change](#)

Opens

Jun 6, 2019

Closes

No date set

Applicants

Search by name, education, or status

Not Selected

Save

Clear Filters

Filter

Saved Views

COLUMNS

HIGHEST DEGREE EARNED:

☐ Ph.D. - Doctor of Philosophy

☐ Psy.D.

APPLICATION STATUS:

TAGS:

PROGRESS:

☐ Complete

RATINGS:

My Rating

☆☆☆☆ No Rating

ARCHIVED:

☐ Yes ☒ No

Filter by Form Responses

2 of 2 Applicants Shown.

Applicant Name

Date Updated

Applicant Status

Tags

Disposition Codes

My Overall Rating

☐ **Santia Berberena**

06/12/19 06:49 PM EDT

Not Selected

+

Not selected: less relevant qualifications and/or experience

☆☆☆☆

☐ Psy.D., William James College

Save View

Name

view with Disposition Codes

SAVE CANCEL

Select Columns to Display

Selected

☒ Date Updated

☒ Applicant Status

☒ Tags

☒ My Overall Rating

Available

☐ Complete

☐ Date of Initial Submission

☐ Highest Degree Date

☐ Disposition Codes

☐ Overall Rating

Forms

APPLY

CANCEL

RESET DEFAULTS

26

- ALL Applicants need to be listed in the applicant list page –
 - especially if someone was called, or interviewed at a conference, etc.
- Update Statuses:
 - on the stages of the search – Position Status
 - on applicants that have made it to the next round – Applicant Status
 - Allow the applicant status on the others to remain to show the progress of the search.
- Apply the Disposition Codes
- The most important Combo – Short List / Final Candidate(s) with Full / Campus Interview
- Identify and enter the Applicant Status: Hired or Declined Offer or if no one was selected, no changes to status.
- ALL APPLICANTS must have a status and a disposition code
- Close Position (very bottom of the list) to Archive.
- Do Not reopen old searches



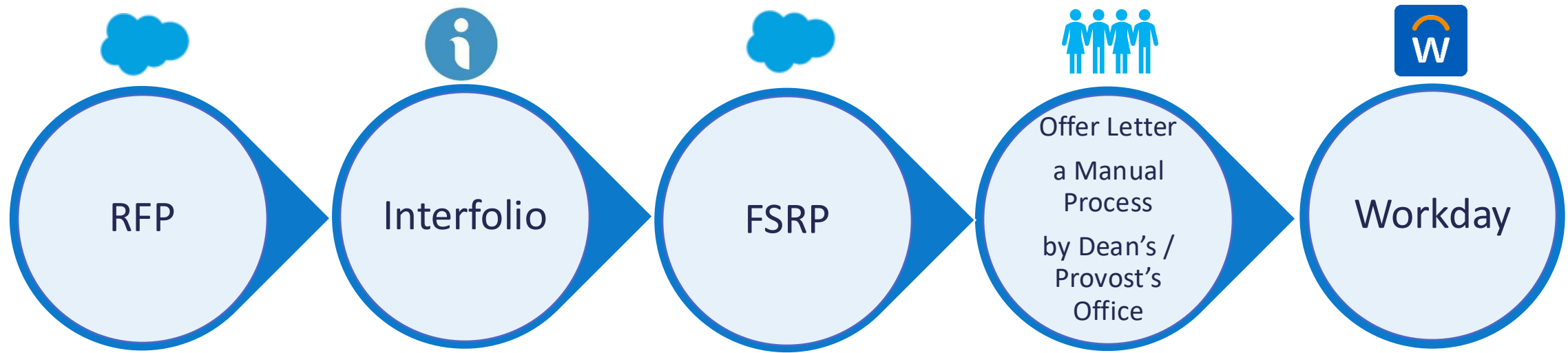
FAS Dean's Office - **Email:** fas.dean@yale.edu; Neyza Rodriguez., Taylor Mascari, or Sarah Logan.

YSM, OAPD, Faculty Affairs Office Team, Email: faculty.affairs@yale.edu, Melanie B., Julie B., or Kim T.

Office of the Provost, for the professional schools

Office of Faculty Administrative Service, at Facultyadmin.yale.edu or Email: Faculty.admin@yale.edu





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.
- Keep Yale in compliance with DOL, 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 statuses and codes.



Transparency

Greater confidence in the process; all stages are known.



Productivity

Eliminates duplicate efforts.

Interfolio:

Search Information

- Position description/qualifications
- Type is Faculty
- Hiring plan (if required by your school)
- Open and Close dates selected
- Position Status

Applicant Information

- Applicant Status
- Disposition code
- CV
- Confidential letters of recommendation or evaluation

Committee Members

- The list/names

FSRP:

Review information imported from Interfolio

Answer and edit questions within the FSRP screen

- **Additional Search Details**
- **Candidate Details**

Upload a job ad

Initiate the approval process

- **Applicant must be at Full / Campus Interview**
- **Position status must be Short List / Final Candidate(s)**
- **All other applicants must have a status and disposition code**

People in the process – who does what?

Systems	Dept Coordinator	Lead Admin	Office of Academic and Professional Development (OAPD, aka FA)	OIEA	Dean's Office	Office of the Provost
Request for Position RFP	Requests the position	Approves the position			Pre-RFP	Pre-RFP
Interfolio	<ul style="list-style-type: none"> Creates the Interfolio search and submits for approval prior to posting it Manages the applicants Prepares the search for FSRP 		<ul style="list-style-type: none"> OAPD reviews, approves goes to OIEA Comes back; OAPD lets the DC know to do the final edits in Interfolio so it can be posted and open to accepting applications 	Reviews and approves search text content		
FSRP	Completes the on-line form; provides additional search information: <ul style="list-style-type: none"> The advertisement Identifies the search committee Submits the short list / final candidates for approval 	Completes the on-line form; provides additional search information: <ul style="list-style-type: none"> The advertisement Identifies the search committee Submits the short list / final candidates for approval 	OAPD reviews, approves		Reviews and approves	Final approval of the short list
Workday	WD position created and add Academic Appointment	Reviews and approves in WD	Approves in WD			