

Office of Faculty Administrative Services

Monthly Information Session

February 2019

Agenda

Reminders and Updates

Workday Academic Reporting

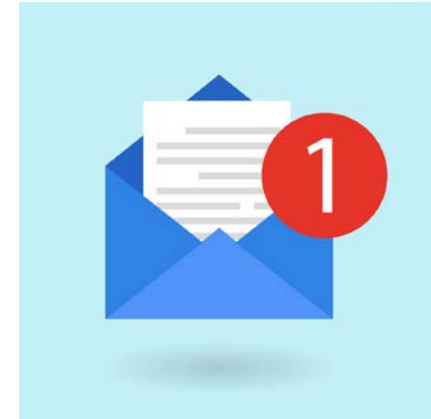
Interfolio

- Overview of latest updates
 - Application statuses, roles, and access
 - Completing applications
-

Reminder and Update

Academic Leaves

- ❖ Approvals are being sent
- ❖ Enter approved leaves in Workday
 - ❖ Use the leave type approved in the memo
 - ❖ Reminder: All academic leaves *must begin on either July 1 or January 1* and *must end on either June 30 or December 31*.
 - ❖ Direct any questions to faculty.admin@yale.edu
- ❖ Late requests are still being accepted



Reminder and Update

Verify that all leaves are entered

❖ Run Workday report,
Academic - Ladder Faculty Review – Yale

Academic - Employees on Leave, by Acad

Instructions This report includes Leave Requests that have been approved and those that are p
Approval" is checked). Prompts include: Academic Structure Node (for the primary
appointment), Organization (including subordinates), Employee Type (defaulted to

Employee Type

Academic Structure Node (Primary Appt)

Academic Unit (Primary Appt)

Track Type Category (Primary Appt)

Appt Type (Primary Appt)

Organizations

Include Subordinate Organizations ☒

Appointee

Leave Type (Including Family)

Leave Request Status

Include Leave Requests Pending Approval ☒

On Leave Between

And

Workday Academic Reporting

Frequency	Report Name	Who should run
Monthly	Academic - Compensation Details – Yale	Business Partner
Monthly	Payroll Results Comparison – Yale	Business Partner
Monthly	Academic - Expiring Current Appointments – Yale	Appointments and Promotions Specialist
Bi-annually, Each term	Academic QA - Expired Current Appointments – Yale	Appointments and Promotions Specialist
Bi-annually, Each term	Academic - Degrees – Yale	Appointments and Promotions Specialist
Annually, in Spring	Academic - Ladder Faculty Review – Yale	Appointments and Promotions Specialist
Annually, in Spring	Academic - Non-Ladder Faculty Review – Yale	Appointments and Promotions Specialist

Workday Academic Reporting

Report: *Academic - Compensation Details – Yale*

Frequency: *Monthly*

Run by: *Business Partner*

- ❖ Good report for checking that individuals will be paid correctly.
- ❖ Can be used to check Disbursement Plan Periods (DPP) and end dates on the various plans.

Note: OFAS will be adding end dates to all faculty whose DPP's are less than 12 months.

Academic - Compensation Details - Yale

Instructions This report shows details on some aspects of compensation, including Academic Salary and Allowance Plan/Amounts.

Effective as of Date

Academic Structure Node (Primary Appt)

Academic Unit (Primary Appt)

Organizations (includes subordinates)

Supervisory Org (does NOT include subordinates)

Employee Type

Job Family

Job Profile (Primary)

Compensation Plans Effective

Appointee

Workday Academic Reporting

Report: *Payroll Results Comparison*
– *Yale*

Frequency: *Monthly*

Run by: *Business Partner*

- ❖ Good report for checking previous month against current month

- ❖ All unexpected changes should be investigated.

E.g.

- ❖ Faculty who drop off the list
- ❖ Significant changes in regular salary payment

The screenshot shows the 'Payroll Results Comparison - Yale' report configuration page. It features a blue header with the report name. Below the header, there are instructions and prompts. The 'Organization' field is marked with a red asterisk and has a dropdown menu. The 'Periods' field is also marked with a red asterisk and has a dropdown menu with the word 'search' inside. The 'Include Subordinate Organizations' field has a checkbox. The 'Worker' and 'Employee Type' fields have dropdown menus.

Payroll Results Comparison - Yale

Instructions Required prompts: Organization, Periods
Optional prompt: Include Subordinate Organizations, Worker and Employee Type

Organization * [dropdown menu]

Periods * [search] [dropdown menu]

Include Subordinate Organizations ☐

Worker [dropdown menu]

Employee Type [dropdown menu]

Workday Academic Reporting

Report: *Payroll Results Comparison – Yale*

Payroll Results Comparison - Yale

Instructions Required prompts: Organization, Periods
Optional prompt: Include Subordinate Organizations, Worker and Employee Type

Organization *

Periods *

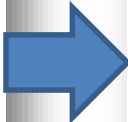
Include Subordinate Organizations

Worker

Employee Type

Filter Name

- search
- Current Periods in Progress
- Last Periods Completed
- By Period Schedule
- By Run Category
- By Pay Group



Payroll Results Comparison - Yale

Instructions Required prompts: Organization, Periods
Optional prompt: Include Subordinate Organizations, Worker and Employee Type

Organization *

Periods *

Include Subordinate Organizations

Worker

Employee Type

- X 02/01/2019 - 02/28/2019 (Monthly Payroll)
- X 01/01/2019 - 01/31/2019 (Monthly Payroll)

X Faculty

X Other Academic

Interfolio

Introduction

Interfolio - the tool that simplifies the collection and organization of the documents specific for the faculty search as well as the review, promotion and tenure processes, and it provides secure and easy access to faculty reviewers.

- Faculty Search- this module
 - Collects all application materials for a faculty job posting.
 - Provides a means for all search committee members 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) –this module
 - Organizes candidates – these are Yale faculty members that are at the stage in their careers (clocks) up for review for reappointments, promotions (internal candidates) and appointments to tenure (external candidates coming from outside of Yale)
 - Collects materials, but for one individual, the candidate
 - Has a workflow that allow this packet of materials, known as a case, 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).

Interfolio: today's topics on Searches and RPT

- Applicant Status - Final Candidate(s)/Shortlist
- Roles – both Faculty Search and Review, Promotion and Tenure (RPT) modules
- SSO - Single Sign On and Partner Institution
- Applicants and their applications
- Recent Updates – RPT
- Up-coming training and implementing an approval step prior to posting positions (FAS)



Final Candidate(s)/Shortlist - Applicant Status

- Start applying this status to those individuals that are on the Faculty Search Questionnaire (FSQ)

Short List and Proposed Selected Candidate(s): In this section, it is only necessary to enter the names of the applicants on the Short List. Please place an asterisk (*) by the name(s) of the proposed candidate(s) to whom the school would like to extend the initial offer(s) of appointment. *The demographics (Race/Ethnicity, Gender, Country of Citizenship and Country of Permanent Residence) will be entered by the Provost's Office.*

Name(s)	Race/Ethnicity	Gender	Country of Citizenship	Country of Permanent Residence

- Using this status will help keep you in alignment with January’s memos from FAS Dean’s and the Provost’s office regarding the (FSQ); the asks not to fill in the demographic data for Short List and Proposed Selected Candidate section

Quick Review - How to apply statuses

The screenshot shows the 'Applicants' page in a recruitment system. At the top, there's a search bar with the text 'Search by name, education, or status' and a magnifying glass icon. Below the search bar, it says '6 of 6 Applicants Shown.' To the right of the search bar are three buttons: 'Filter', 'Saved Views', and 'Columns'. Below these buttons is a blue bar with several tabs: 'Read', 'Email', 'Status', 'Tag', and a menu icon. A red arrow points to the 'Status' tab. A dropdown menu is open from the 'Status' tab, showing options: 'Hired', 'Longlist', 'Final Candidate(s)/Shortlist', 'Interview', 'Proposed Candidate 1', 'Proposed Candidate 2', and 'Proposed Candidate 3'. A red arrow points to the 'Final Candidate(s)/Shortlist' option. The main area of the page is a table of applicants. Each row has a checkbox on the left, followed by the applicant's name, degree, university, date updated, and a 'Complete' button. The first three rows have their checkboxes checked. The first row's 'Complete' button is highlighted in green. The table also includes columns for 'Date Updated', 'Interview' status, and a star rating system.

Applicants

Search by name, education, or status

6 of 6 Applicants Shown.

Read Email Status Tag

Applicant Name

Ph.D. - Doctor of Philosophy, Stanford University

Nov 28, 2018

Complete

Ph.D. - Doctor of Philosophy, Massachusetts Institute of Technology

Nov 17, 2018

Complete

Ph.D. - Doctor of Philosophy, University of Hamburg

Nov 5, 2018

Interview

Complete

Ph.D. - Doctor of Philosophy, Massachusetts Institute of Technology

Dec 3, 2018

Interview

Complete

Ph.D. - Doctor of Philosophy, Stanford University

Nov 16, 2018

Interview

Complete

Ph.D. - Doctor of Philosophy, Columbia University

Dec 2, 2018

Interview

Complete

129

1. Click on the title of the Position – to open the search to the Applicants page

2. Click the box(es) to the left of the name(s) identified as those who are on the FSQ

3. Click the Status tab on the blue bar and select, Final Candidate(s)/Shortlist

Final candidate(s)/Shortlist status apply then send FSQ

Applicants

Search by name, education, or status

Filter

Saved Views

Columns

13 of 13 Applicants Shown.

<input type="checkbox"/>	Applicant Name ^	Date Updated	Applicant Status	Tags	My Overall Rating
<input type="checkbox"/>	<div><div></div><div>Ph.D. - Doctor of Philosophy, University of Chicago</div><div>Incomplete</div></div>	Dec 10, 2018	Final Candidate(s)/Shortlist	<div>on of the top candidates</div> <div>Short List</div> <div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>
<input type="checkbox"/>	<div><div></div><div>Ph.D. - Doctor of Philosophy, Duke University</div><div>Complete</div></div>	Dec 18, 2018	Final Candidate(s)/Shortlist	<div>Short List</div> <div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>
<input type="checkbox"/>	<div><div></div><div>Ph.D. - Doctor of Philosophy, University of Pennsylvania</div><div>Incomplete</div></div>	Dec 3, 2018	Final Candidate(s)/Shortlist	<div>on of the top candidates</div> <div>Short List</div> <div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>
<input type="checkbox"/>	<div><div></div><div>Ph.D. - Doctor of Philosophy, University of Notre Dame</div><div>Incomplete</div></div>	Dec 3, 2018	Final Candidate(s)/Shortlist	<div>a top junior candidate</div> <div>Short List</div> <div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>
<input type="checkbox"/>	<div><div></div><div>Ph.D. - Doctor of Philosophy, Stanford University</div><div>Complete</div></div>	Dec 3, 2018	Final Candidate(s)/Shortlist	<div>on of the top candidates</div> <div>Short List</div> <div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>

Applicant Status list

- Status tab, on the blue bar
- Be sure to use
 - Interview
 - Final Candidate(s)/Shortlist
 - Hired
 - Offer Declined
 - Withdrew before offer
- No need to delete as the search progresses; just keep on updating

The screenshot displays the Applicant Status list interface. At the top, there is a blue navigation bar with tabs: Read, Email, Status (selected), Tag, and a menu icon. Below the navigation bar, the main content area is titled 'Tags' and contains a list of applicant status options. The 'Status' dropdown menu is open, showing the following options: Hired, Longlist, Final Candidate(s)/Shortlist, Interview, Proposed Candidate 1, Proposed Candidate 2, Proposed Candidate 3, Proposed Candidate (multiple), Withdrew before offer, Offer Extended 1, Offer Extended 2, Offer Extended 3, Offer Extended (multiple), Offer Accepted, Offer Declined, and a 'Remove Status' option at the bottom. The 'Withdrew before offer' and 'Offer Declined' options are highlighted with blue borders. The main content area also shows a list of applicant entries, each with a plus sign icon in the 'Tags' column.

Applicant Statuses

- Start applying the Final Candidate(s)/Shortlist status
- Continue using the statuses: Hired, Withdrew before offer, Declined Offer when closing a position to archive
- Expanding the use of statuses helps with greater functionality of the system and working towards getting away from filling out forms

Questions:



Roles...

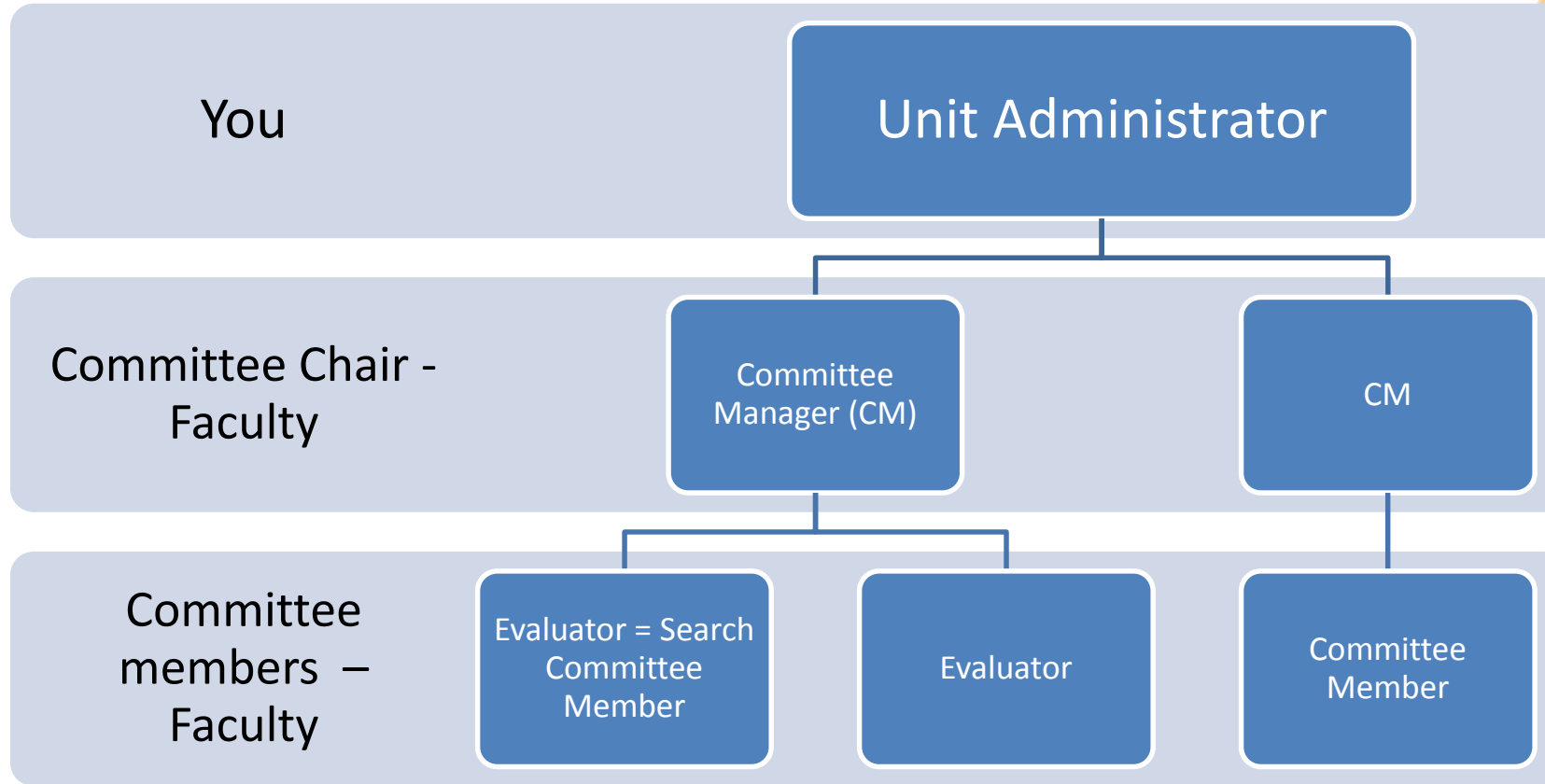
sorry not



Roles: Search and RPT

- Faculty Search
 - Administrator
 - Committee Manager
 - Evaluator(s) = Search Committee Member(s)
 - Applicant
 - Letter Writer
- Reappointment, Promotion & Tenure (RPT)
 - Administrator
 - Committee Manager
 - Committee Member
 - Candidate
 - External Evaluators

Administrator: that role is for you



Committee Manager – that's the role for Faculty, if needed

Search side –

Give the role committee manager via User & Groups and then Add Manager at the Search Committee step when editing the position.

The screenshot shows the 'Search Committee' interface with a modal titled 'Add Manager'. The modal contains a search bar, a 'Sort By Name' dropdown, and a table of members. The 'Add Manager' button is circled in red.

First Name	Last Name	Email	
Shaminda	Amarakoon	shaminda.amarakoon@yale.edu	+ Add
Kate	Baker	kate.begley@yale.edu	+ Add
Grace	O'Brien	grace.obrien@yale.edu	+ Add
Stephen	Strawbridge	stephen.strawbridge@yale.edu	+ Add

Buttons: Close

RPT Side –

Case Details tab, Edit committee and check the manager box on the person; do this per each review step.

The screenshot shows the 'Case Details' tab in the RPT Side interface. The 'Case Details' tab is selected. The 'Reviewing as' section shows 'review committee'. The 'Add Member' button is circled in red.

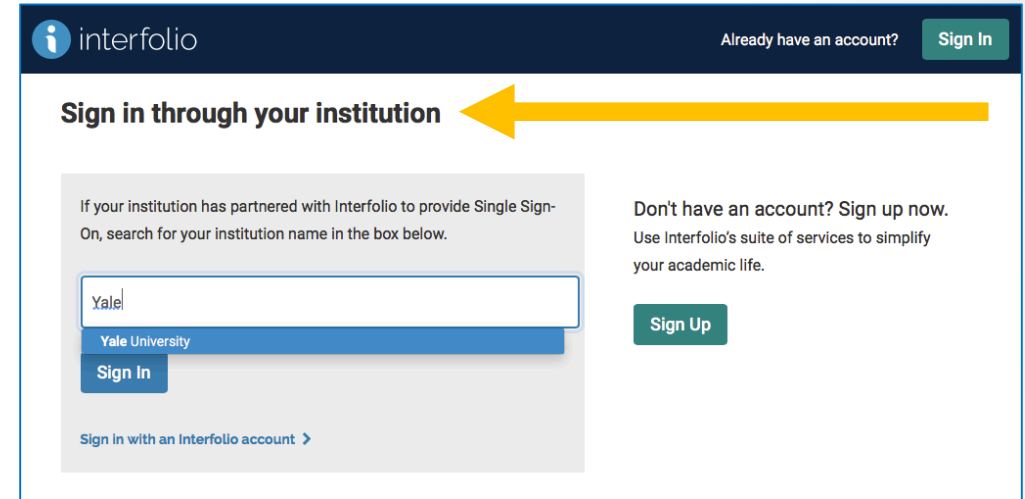
Name	Email	Role
P	yale.edu	<input checked="" type="checkbox"/> Manager
P	ale.edu	<input checked="" type="checkbox"/> Manager
E	yale.edu	<input checked="" type="checkbox"/> Manager
M	@yale.edu	<input checked="" type="checkbox"/> Manager

Questions:

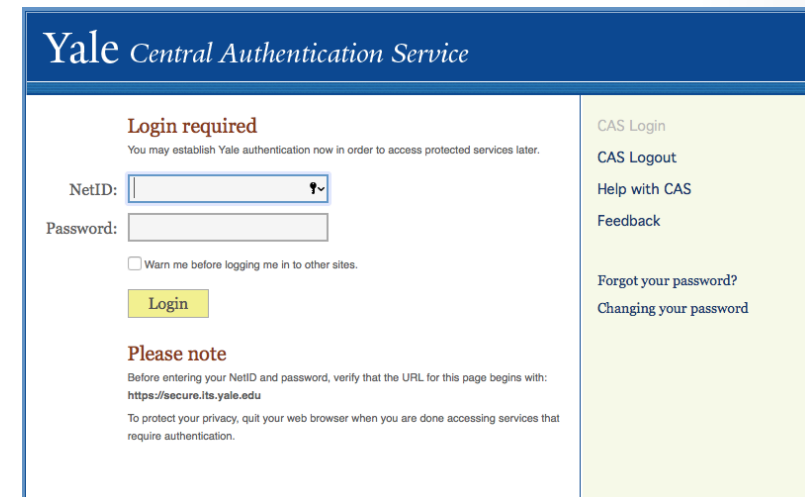


The SSO in the login URL: [apply.Interfolio.com/sso](https://apply.interfolio.com/sso)

- SSO = Single Sign On
- SSO allows Yale employees to use their NetID and password to log into the system via Yale CAS
 - No need for us to create an account with Interfolio
 - Always use the Partner Institution login and this will open the Yale CAS window
- Only Yale staff and active Faculty can be granted access to the system



The screenshot shows the Interfolio login interface. At the top, there's a dark blue header with the 'interfolio' logo and a 'Sign In' button for existing users. Below this, a yellow arrow points to the 'Sign in through your institution' link. Underneath, a text box prompts users to search for their institution name, with 'Yale' entered and 'Yale University' listed as a suggestion. A 'Sign In' button is next to the suggestion. To the right, there's a 'Sign Up' button for new users. At the bottom, a link says 'Sign in with an Interfolio account >'. The entire page is framed by a blue border.



The screenshot shows the Yale Central Authentication Service (CAS) login page. The header is blue with the text 'Yale Central Authentication Service'. Below the header, there's a 'Login required' section with a message: 'You may establish Yale authentication now in order to access protected services later.' It includes input fields for 'NetID:' and 'Password:', a 'Login' button, and a checkbox for 'Warn me before logging me in to other sites.' To the right, there's a yellow sidebar with links: 'CAS Login', 'CAS Logout', 'Help with CAS', 'Feedback', 'Forgot your password?', and 'Changing your password.' At the bottom, a 'Please note' section provides instructions on the URL and privacy. The entire page is framed by a blue border.

The SSO function

- By the end of this month, the SSO function will be enforced.
- Therefore, when adding an active faculty member to a committee be sure she/he has a Yale email address.
- If not or if the name does not appear in the list, contact, faculty.admin@yale.edu to have the individual added properly to the system.

Yale University > Positions > Agrarian Studies Program, Pos

Add Member

Search Committee

+ Add Member + Add Manager

5 Committee Members

Kalyanakrishnan Sivaramakrishnan

Elizabeth Wood

Jonathan Wyrzten

Hira Jafri

Keri Lambert

Update Return to Overview

Search Sort By Name

First Name	Last Name	Email	
Daniel	Abadi	daniel.abadi@yale.edu	+ Add
Jason	Abaluck	jason.abaluck@yale.edu	+ Add
Khalid	Abbed	khalid.abbed@yale.edu	+ Add
Chadi	Abdallah	chadi.abdallah@yale.edu	+ Add
Sonya	Abdel-Razeq	sonya.abdel-razeq@yale.edu	+ Add
Rita	Abi-Raad	rita.abi-raad@yale.edu	+ Add
Clara	Abraham	clara.abraham@yale.edu	+ Add
James	Abrahams	james.abrahams@yale.edu	+ Add
Vikki	Abrahams	vikki.abrahams@yale.edu	+ Add
Fuad	Abujarad	fuad.abujarad@yale.edu	+ Add

First Previous 1 2 3 4 5 6 7 8 9 10 Next Last

Close

A Yale faculty member may have two accounts with Interfolio - how can this be?

A faculty member may have ended up with multiple Interfolio accounts in a variety of ways,

- As a graduate student
- While working at another institution(s),
- Applying to various positions
- Being a letter writer

Options for faculty members with two accounts

- Option 1: They can keep the two accounts but will need remember to always log in via the Partner Institution for Yale related searches or cases prompting them to use CAS to log in.
- Option 2: These individuals can go, if they like, to the self-help pages or contact Interfolio for assistance for merging their account.
 - How to Merge Interfolio Accounts <https://product-help.interfolio.com/m/27438/l/876604-how-to-merge-interfolio-accounts>
 - **[About Merging Your Interfolio Accounts](https://product-help.interfolio.com/m/27438/l/841443-about-merging-your-interfolio-accounts)** - <https://product-help.interfolio.com/m/27438/l/841443-about-merging-your-interfolio-accounts>
 - Contact us at help@interfolio.com or Call (877) 997-8807 9–6 Eastern Time M–F

When will you see non-Yale email addresses?

- When creating an application on behalf of an Applicant
- When creating a case for an outside Candidate – An *Appointment* to case.
- If this outside candidate passes the TAC, accepts offer, and is Hired, you will need to contact us via faculty.admin@yale.edu to add their Yale account to Interfolio

The screenshot displays two overlapping web forms from the Interfolio system. The top form, titled 'Add New Application', includes fields for 'Applicant First Name', 'Applicant Last Name', and 'Email'. The bottom form, titled 'New Candidate', includes fields for 'Candidate's First Name', 'Candidate's Last Name', and 'Candidate's Email'. Yellow brackets highlight the 'Email' fields in both forms. A 'Position Actions' dropdown menu is visible on the right side of the image, listing options such as 'Edit Position', 'View committee', 'View position activity Log', 'View position details', 'View referral sources', 'Add new applicant', and 'Close position'. The 'Add new applicant' option is highlighted. The bottom form also shows a 'Creating a Case' sidebar with steps: 1 Case Information, 2 Candidate Requirements, 3 Internal Case Sections, 4 Case Review Steps, and 5 Case Summary. The 'Add' button is highlighted in the bottom right corner of the bottom form.

Questions:




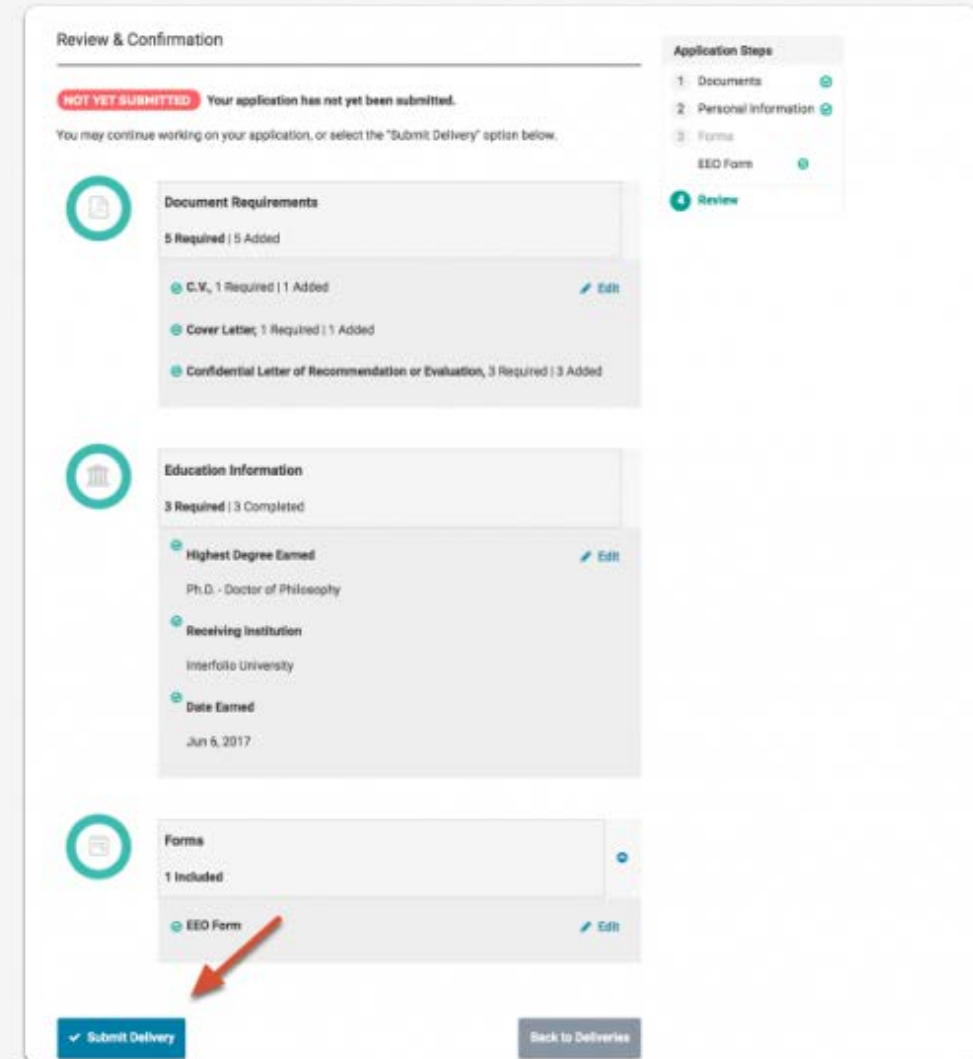
Applicants

- Must complete all three sections and submit their application; if not, their name will not be seen on the Applicant list page.
- Section are:
 - Document Requirements
 - Education Information
 - Form – EEO form
- Will receive an email notice if you create an application on their behalf.

Review, confirm, and submit your delivery (application)

This page gives an overview of your progress toward completing the application.

 Each section must be completed before you can submit your application.



Review & Confirmation

NOT YET SUBMITTED Your application has not yet been submitted.
You may continue working on your application, or select the "Submit Delivery" option below.

Application Steps

- 1 Documents
- 2 Personal Information
- 3 Forms
- 4 Review

Document Requirements
5 Required | 5 Added

- C.V., 1 Required | 1 Added
- Cover Letter, 1 Required | 1 Added
- Confidential Letter of Recommendation or Evaluation, 3 Required | 3 Added

Education Information
3 Required | 3 Completed

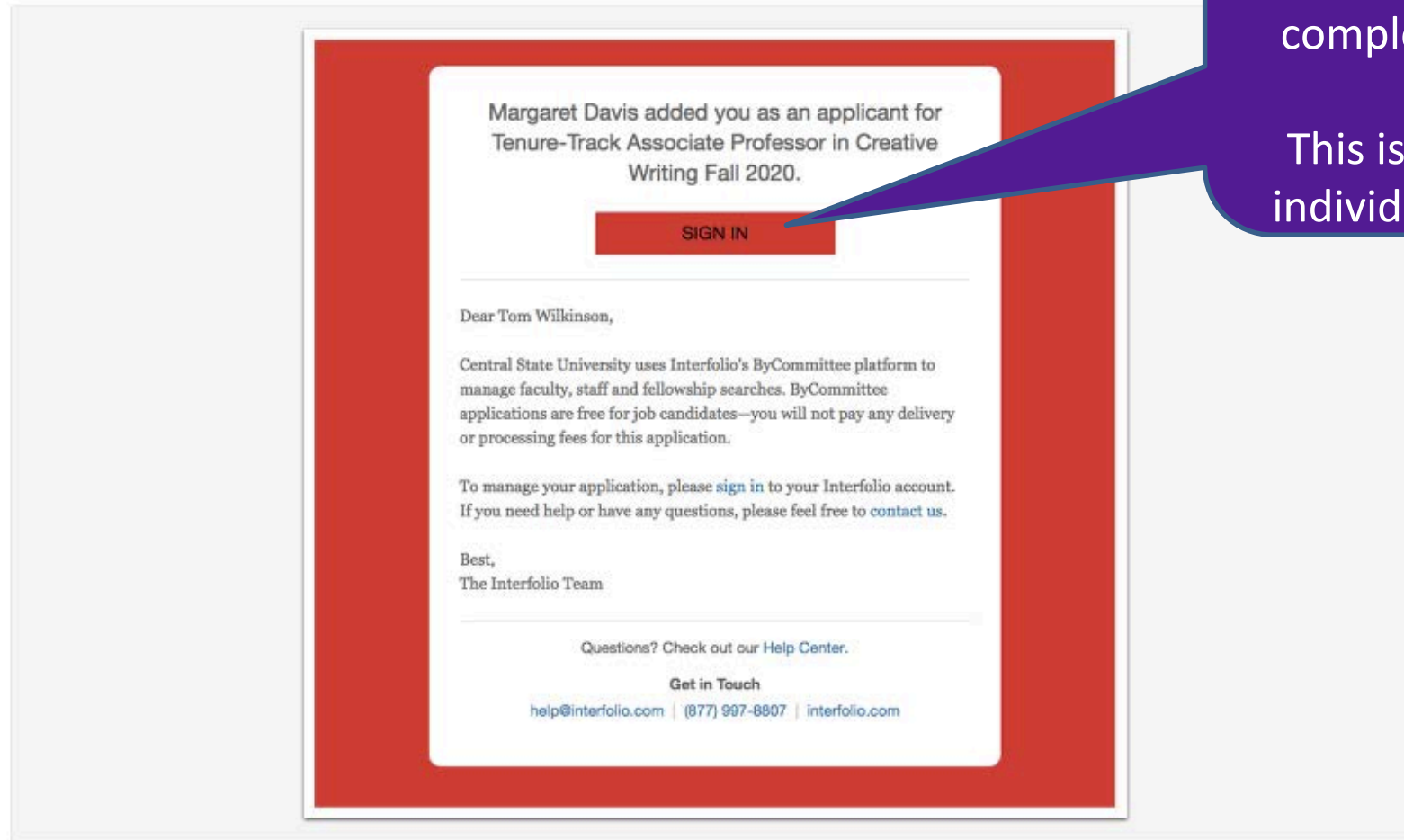
- Highest Degree Earned
Ph.D. - Doctor of Philosophy
- Receiving Institution
Interfolio University
- Date Earned
Jun 6, 2017

Forms
1 Included

- EEO Form

[Submit Delivery](#) [Back to Deliveries](#)

Applicants will receive a standard email after being added



NOTE, the Sign In button.

Applicants should submit to complete their application.

This is why it's best to give individuals the link to apply.

❗ Administrators and Committee Managers **CANNOT** fill out forms (EEO or Custom) on behalf of applicants.

Incomplete Applications – common issues

Applicants			
Search by name, education, or status			
<input type="text"/> <input type="button" value="Q"/>			
13 of 13 Applicants Shown.			
<input type="checkbox"/> Applicant Name ^	Date Updated	Applic	
<input type="checkbox"/> [Redacted] Ph.D. - Doctor of Philosophy, University of Chicago	Dec 10, 2018	Final C	Incomplete
<input type="checkbox"/> [Redacted] Ph.D. - Doctor of Philosophy, Duke University	Dec 18, 2018	Final C	Complete
<input type="checkbox"/> [Redacted] Ph.D. - Doctor of Philosophy, University of Pennsylvania	Dec 3, 2018	Final C	Incomplete
<input type="checkbox"/> [Redacted] Ph.D. - Doctor of Philosophy, University of Notre Dame	Dec 3, 2018	Final C	Incomplete
<input type="checkbox"/> [Redacted] Ph.D. - Doctor of Philosophy, Stanford University	Dec 3, 2018	Final C	Complete

<input type="checkbox"/> Applicant Name ^
<input type="checkbox"/> [Redacted] Ph.D. - Doctor of Philosophy, Calcutta University
Complete
<input type="checkbox"/> [Redacted] Ph.D. - Doctor of Philosophy, University of Nebraska
Complete
<input type="checkbox"/> [Redacted] Ph.D. - Doctor of Philosophy, Central Drug Research Institute
Complete: Pending Letters
<input type="checkbox"/> [Redacted] Ph.D. - Doctor of Philosophy, University of Cape Town
Complete
<input type="checkbox"/> [Redacted] Ph.D. - Doctor of Philosophy, University of Miami
Complete
<input type="checkbox"/> [Redacted] Ph.D. - Doctor of Philosophy, Jawaharlal Nehru University, New Delhi, India
Complete: Pending Letters
<input type="checkbox"/> [Redacted] Ph.D. - Doctor of Philosophy, [Redacted]
Incomplete

Incomplete Applications – common issues

Applicants			
Search by name, education, or status			
13 of 13 Applicants Shown.			
<input type="checkbox"/> Applicant Name	Date Updated	Applic	
<input type="checkbox"/> Ph.D. - Doctor of Philosophy, University of Chicago	Dec 10, 2018	Final C	Incomplete
<input type="checkbox"/> Ph.D. - Doctor of Philosophy, Duke University	Dec 18, 2018	Final C	Complete
<input type="checkbox"/> Ph.D. - Doctor of Philosophy, University of Pennsylvania	Dec 3, 2018	Final C	Incomplete
<input type="checkbox"/> Ph.D. - Doctor of Philosophy, University of Notre Dame	Dec 3, 2018	Final C	Incomplete
<input type="checkbox"/> Ph.D. - Doctor of Philosophy, Stanford University	Dec 3, 2018	Final C	Complete

<input type="checkbox"/> Applicant Name	
<input type="checkbox"/> Ph.D. - Doctor of Philosophy, Calcutta University	Complete
<input type="checkbox"/> Ph.D. - Doctor of Philosophy, University of Nebraska	Complete
<input type="checkbox"/> Ph.D. - Doctor of Philosophy, Central Drug Research Institute	Complete: Pending Letters
<input type="checkbox"/> Ph.D. - Doctor of Philosophy, University of Cape Town	Complete
<input type="checkbox"/> Ph.D. - Doctor of Philosophy, University of Miami	Complete
<input type="checkbox"/> Ph.D. - Doctor of Philosophy, Jawaharal Nehru University, New Delhi, India	Complete: Pending Letters
<input type="checkbox"/> Ph.D. - Doctor of Philosophy, University of Pennsylvania	Incomplete

Longlist selected; new requirements added – docs uploaded on their behalf => mark as complete

Applicant submitted all; but waiting for reference writer's letter; can be emailed and uploaded => will be counted in the EEO report

Added to list on their behalf; applicant never went in to complete and submit their application (*missing education information under their name*) => will not be counted in the EEO report unless the applicant submits

Questions:



Interfolio's Recent Update in RPT

- More packet transparency - Changes to the visual layout of the candidate packet, so that the administrator view and the candidate view resemble each other much more closely.
 - Reminder - Any documents uploaded in the Candidate section can be seen by the candidate.
 - Do not upload committee documents in the candidate section
 - Migration Materials

Unit

Comparative Literature

Status

Select Status

Reviewing as

Dept Chair and Chair Asst (CMPLT)

Send Case

Case Options

Case Materials

Case Details

Search Case Materials

Read Case

Committee Documents

Add File

Candidate Documents

Add File

External Evaluations

Prior view

Current view

Case Materials

Case Details

Search case materials by title

Read Case

Expand All

Collapse All

Download

Share

Settings

Move

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

Candidate Documents

Locked

Unlock

Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

Committee Documents

Add File

External Evaluations

Request Evaluation

Add File

Course Evaluations

Add File

- Release on January 23, 2019 in RPT
 - Reuse past case materials - introduced the ability for an Administrator or Committee Manager to pre-populate a candidate's case with suggested materials pulled from that candidate's past cases—which the candidate can accept, edit, or remove.
 - Although this new functionality is available, we are still researching to see if this is something we will be using.

Yale University > Cases > New Candidate >

Case Information

Type *

Reappointment ▼

Candidate Information

Search for a Candidate

duc

Daffy Duck
dd@gmail.com

Candidate's First Name *

First Name

Candidate's Last Name *

Last Name

Candidate's Email *

Ex.: jane.doe@university.com

Will the candidate be involved in this evaluation?

☒ Yes ☐ No

Choose "Yes" if the candidate will submit their own materials and you would like to communicate with them during the evaluation period. Note: This setting cannot be changed after this step.

Help is available:

Office of Faculty Administrative Services website.

- <https://facultyadmin.yale.edu/>

Providing assistance to applicants

- If you can easily provide help to an applicant, that's a good thing. However, it is best to direct applicants to Interfolio for support : <http://product-help.interfolio.com/m/39937/l/606208-job-applicant-s-guide-to-interfolio-faculty-search>
- Or, if they prefer, contacting Interfolio support at: help@interfolio.com ; (877) 997-8807.

[Requesting the EEO report](#)

Upcoming Training

- FAS Dean's Office - Pam Bosward and Sara O'Bryan will be scheduling training in the near future
- Provost's Office - Tracy Edward
- FAS will be implementing the approval process step prior to posting a position opening- March/ April timeframe

Thank you and Have a Nice Day!