Office of Faculty Administrative Services (OFAS)

Information Session

September 14, 2021
Agenda

• Faculty Search (FS) module
  • Position Close date
  • Update on Position and Applicant Statuses
  • Two steps close process - aka, Archive

• Review, Promotion and Tenure (RPT) module
  • New Academic year => update all your standing committees
    • Ladder Faculty are added to Interfolio from WD
  • Teaching Evaluations, case materials need to be uploaded (FAS)
  • Cases need to be sent 3-weeks prior to TAC or SAAC date
Faculty Search Module
Position Close date

- Set the Close Date to 1 year out from when the position is opened.

Why?
- Per Office of the Provost; does not want to have the Yale’s Academic Job Listings site with old positions listed.
- Having a Close Date will automatically help keep old searches from being listed.
- Per the Office of Institutional Equity and Accessibility (OIEA) - Job ads are only good for one year.
Update on the two Statuses

• Position Status

Position Status: *where is the search currently in the process?*

• Applicant Status

Applicant Status: *what has the committee decided about this applicant? Will this person be on the FSQ?*
When to apply the Statues?

<table>
<thead>
<tr>
<th>Position Status</th>
<th>Applicant Status</th>
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| Accepting Applications | • No applicant statuses yet  
|   | • Maybe some Tags |
| Reviewing Applications | • Tags  
|   | • Applicant status - Longlist on a few |
| Longlist Selected | • **Longlist** - applicants that have made the cut  
|   | • Therefore, no other should have the longlist status |
| Interviewing | • **Interview** –those applicants that will be interviewed  
|   | • No need to remove Longlist status from the previous round if they did not make this cut |
| Pending Approval – Final Candidates | • **Final Candidate(s)/Shortlist** - those that will be on the FSQ  
|   | • Do not remove the other status from the previous steps |
| Closed | • **Hired** - applicant(s) who accepted the offer.  
|   | • For those instances where an applicants **Declined** or **Withdraw**, apply the appropriate status. |
Why now?

Future is here!

• We’re in the beginning stages of getting the FSQ on-line.

• The data in Interfolio needs to be spot on so your data in the future FSQ process is correct.

• We need to be working out the kinks now, not later.

• Archiving a position and reporting will be enhanced.
Archive positions: Two steps to Close a Position
Step 1 – Identify who was selected or not?

Selected includes applicants that were:
- Hired
- Offer Declined
- Withdrew before offer made
Step 2 – Close Position

[Image of a closing position form with options to select an applicant and close the position]
No one selected?

No problem. Select No, enter a brief note (seek reason from chair) and close position.

Example:
Search did not produce a qualified candidate,
Search was paused due to Covid-19, etc.
Questions?
Review, Promotion and Tenure (RPT) Module
Update your standing committees

- New academic year => updating your faculty committee lists.

- Some leave, some are promoted, and some are new.

- Ladder faculty and ladder-like in WD are now being imported into Interfolio via a nightly feed.
Reminder

Faculty of Arts and Sciences’ Reminder

- Course evaluations
  - Need to be uploaded to the case for your department’s review as well as for the TAC (internal candidates only)
Reminder

Have a scheduled TAC or SAAC date?

- Send the case forward 3-weeks prior to the TAC date to provide enough time for TAC committee members to review the materials.

- Send the case forward 2-weeks prior to the SAAC date to provide enough time for SAAC committee members to review the materials.
Questions?
Need help?

Contact us via fas.dean@yale.edu
or faculty.admin@yale.edu
OFAS
Thank you and enjoy your day!